

HR Advisor

Job purpose: To support the HR team in the delivery of value-added HR services including the provision of first line HR advice and guidance which support the delivery of The Law Society People Strategy.

Key Accountabilities:

- Provide first line advice and guidance to Managers on all elements of HR including, Performance Management, Disciplinary & Grievance, Absence Management etc in accordance with HR legislation, Society policy and HR best practice
- Produce and analyse HR data and develop reports to inform HR Key performance Indicators, metrics and the Balance scorecard
- Provide support to the HR Business Partners in the promotion and development of solutions to deliver the People Strategy and TLS Business Plan.
- Support the review and development of appropriate HR policies and procedures which enable achievement of business objectives and work with managers to ensure that these policies are implemented fairly and consistently
- Provide advice and support on the people and ER implications of planned organisational projects and change programmes
- Co-ordinate the effective delivery of the Occupational Health Service provision and provide advice and data on absence levels/ trends and identification of solutions to improve attendance
- Identify opportunities to make proactive changes in work practices that contribute to HR and continuous business improvement
- Support and input in to practices managing attrition, retention and staff engagement
- Support the HR team on projects and cases, leading and taking ownership as appropriate
- Ensure compliance with diversity and inclusion policies, procedures and legislation to ensure that the Law Society Group embraces diversity throughout its workforce.
- Review and update Job descriptions and support the Job evaluation process
- Keep up to date with developments in employment legislation and HR best practice, knowledge sharing within the team to ensure continuous development and improvement.
- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the Law Society.

Knowledge, skills and experience

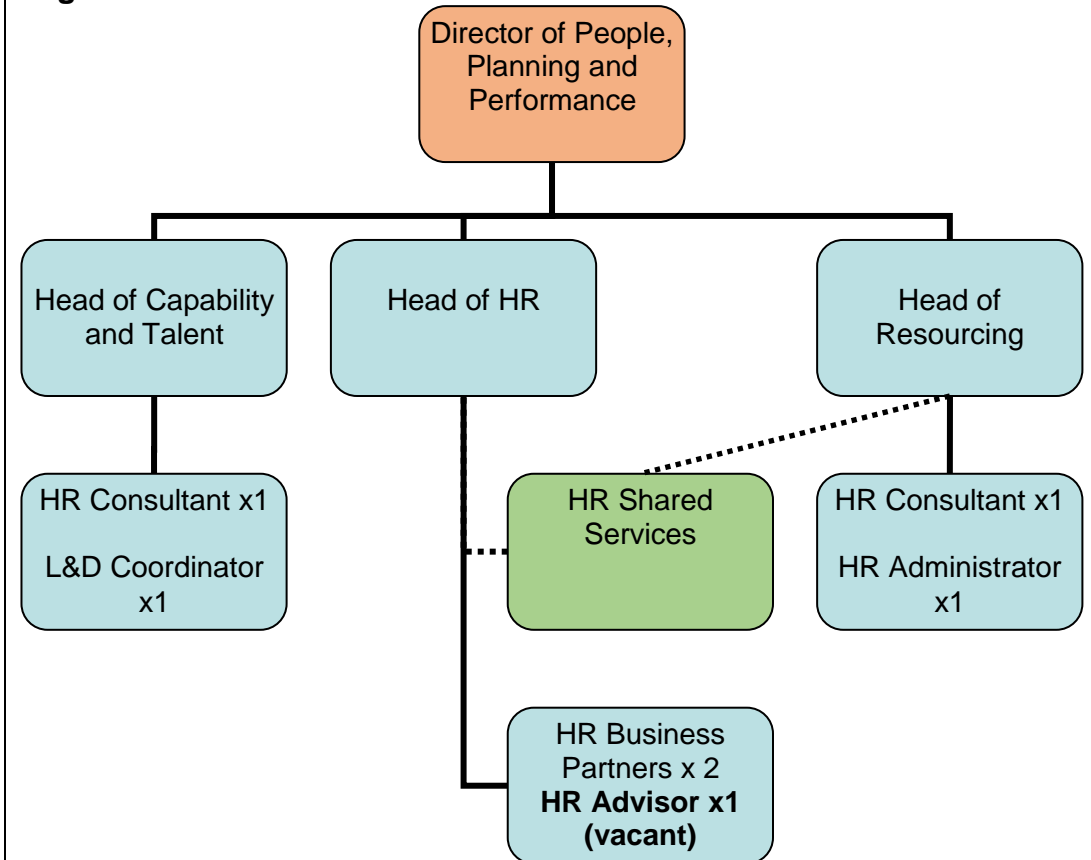
Essential requirements

- CIPD qualified Minimum Level 5 (or equivalent)
- Experience of working in a busy HR department in an advisory capacity with a sound knowledge of employment law
- Experience of working with and improving HR Information Systems
- Demonstrable experience of compiling HR reports and data analysis
- Proven ability to develop strong, mutually-beneficial relations with internal stakeholders
- Deliver and monitor value added services based on demonstrable understanding of business needs

Skills

- Coaching skills underpinned by a collaborative and supportive style of working
- Excellent organisational and communication skills, both written and verbal with excellent attention to detail
- Excellent problem solving and decision-making skills
- IT competent, self-sufficient and able to work without administrative support using tools and resources available (MS Office suite).
- Flexibility and time management, ability to manage conflicting requirements
- Focus on results through planning ahead, managing expectations and solving problems
- Identify and take responsibility for own development and support development of others

Organisation



Dimensions

Reports to: Head of HR

Operating environment:

Approx. 400 employees across the business

10 staff in the People, Planning & Performance Department

Customer focused business driven requiring frequent contact with stakeholders

Line management responsibilities: None

Financial responsibility: None

Location: 113 Chancery Lane, London.