

Job description - HR Advisor (PB5)

Job summary

Being key members of the management teams they support, as HR Advisor you will act as the first point of contact to our managers, providing advice and guidance to the business to improve people management capability and manage casework. We provide HR support to teams across the whole of England, so some travel will be involved. We aim to provide a great place to work and blended working forms part of our flexible and inclusive approach to future ways of working. It is an informal arrangement which gives you the option to work some of the week from home, and some of the week from our Forestry Commission workplaces, subject to role requirements, business needs, and regular review. Informal blended working arrangements will be available as agreed with the line manager.

Key responsibilities and accountabilities

You will be responsible for delivering general advice and guidance to managers on all HR operational matters. It is essential that the successful applicant has strong HR generalist skills, proven experience in managing HR and employee relations and can provide sound advice on policy matters associated with the full HR lifecycle. You will work collaboratively with your peers and HRBPs to provide outstanding support to the organisation.

Relationship Management

- establish, maintain and nurture relationships with the wider HR team and operational teams across the business to ensure delivery of all HR services and operational matters

HR Management

- demonstrate a 'hands-on' approach to HR management and will contribute to the successful delivery of the full HR lifecycle through taking personal responsibility for their areas of work
- support or leading employee relations cases and documentation to support the case management of disciplinary or grievance issues raised by staff

Recruitment

- manage vacancies for roles across parts of the organisation
- preparing documents for approval, sending applications, sifting and interview documents to hiring managers, supporting pre-employment and onboarding checks, and any queries relating to recruitment

And any other tasks, reasonably requested by your line manager.

Location-specific information (optional)

Skills, knowledge and experience

Essential professional and technical experience

- effective administrative skills and excellent attention to detail.
- excellent spoken and written communication skills.
- competent IT user with experience in MS Office suite of applications.
- experience of working in a HR or recruitment team
- employee relations expertise including planning, managing and risk mitigation of employment cases
- HR Systems and process knowledge, together with an understanding of current employment law
- knowledge of the application of employment policies and practices, including compliance requirements for HR
- effective influencing and communication skills
- HR service management expertise including familiarity with the structures, processes and tasks undertaken across and operational HR service

- ability to quickly build and maintain key relationships with a diverse and complex range of stakeholders

Desirable professional and technical experience

- working knowledge of the Vx System or Applicant Tracking Systems
- experience of job evaluation, ideally JEGs trained
- experience in producing MI and interpreting this for stakeholders

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent

Desirable

- CIPD Level 3 in Human Resource Management or equivalent experience

