****

**CHECKATRADE JOB DESCRIPTION**

**HR ADVISOR**

***JOB TITLE:***  HR Advisor

***REPORTS TO:*** HR Team Leader

***JOB PURPOSE:***

Responsible for supporting Team Leaders/Managers with their recruitment needs and day to day HR queries, across three separate locations, ensuring compliance with procedures, policy and employment legislation.

***KEY RESPONSIBILITIES AND MAIN DUTIES***

First point of contact for any HR queries, supporting Team Leaders/Managers with any employee relation issues, providing expert advice that is in line with both Company policy and UK employment law.

Supporting Team Leaders and Managers with any ER cases (including grievances, performance management situations, disciplinaries, exit interviews).

Keen interest in keeping up-to-date with the latest changes and developments in Employment Law.

Experienced in end to end recruitment process (placing adverts, liaising with Recruitment Agencies, pre-screening, arranging and conducting interviews, organising assessment centres and skills tests, updating careers page, making offers, liaising with candidates on progress with their applications and onboarding).

Ability to promote our Company profile and current vacancies through the use of social media, Checkatrade careers page, LinkedIn, Glassdoor and networking

Specific HR related projects and reports, as determined by the line manager.

Organise meetings and other ad-hoc requirements (including booking rooms, venues, arranging refreshments and accommodation).

Produce standard HR documentation, correspondence and documentation and have the confidence to deliver presentations as and when required.

Assist the department by updating and maintaining relevant admin systems to support the HR function.

Manage administration of post/mail, undertake general filing and office duties for the HR department.

Co-ordination, administration and minute taking of relevant meetings and interviews.

Ensure telephone and email enquiries are dealt with to a high professional standard.

Maintain and protect confidentiality in accordance with Checkatrade guidelines and ensure compliance with the Data Protection Act.

The post holder will be required to perform other reasonable duties at the request of the management team.

This job description is subject to amendment in line with the developing HR service and following consultation with the post holder.

***PERSON SPECIFICATION:***

* You will have integrity, energy, lots of enthusiasm and be hardworking, likeable and approachable.
* Experienced working in a fast paced organisation providing HR generalist support.
* CIPD Level 3 or 5 in Human Resources desirable but not essential.
* Successful track record of dealing with and delivering HR operational tasks.
* Strong influence and communication skills.
* Can do attitude and a team player
* Ability to work under pressure on your own initiative, be highly organised and manage multiple projects at once.
* Good IT skills essential, including Microsoft Office (Word, Excel and Powerpoint).