

HR Advisor

Location: Greenhithe, Kent

Hours of work: Monday – Friday 9am – 5pm. 35 hours per week

Accountable to: HR Manager

Salary: £30,000 per annum

Contract Type: Fixed Term 12 months, March 2024 – March 2025

About the role

Working for a non-emergency ambulance service provider transporting NHS trust patients, we are recruiting for a HR Advisor on a 12-month contract to join our HR Team. The ideal candidate will have a minimum of 3 years' experience in a HR Advisory role and will have a good understanding of employment legislation.

Reporting to the HR manager, the HR Advisor will provide support to all functions of the HR department, therefore generalist experience would be beneficial. The successful candidate will have excellent attention to detail, have strong communication skills and a desire to work in a fast-paced HR department. This role would suit an individual who is seeking development from an ER perspective.

Main Responsibilities

Day to day

- Assisting with day-to-day operations of the HR functions and duties
- Providing administrative support for HR activities
- Assist with processing employees including starters and leavers – from offer letters, reference checks, employee files etc.
- Respond to all internal and external enquires in a timely and efficient manner
- Note take in meetings where necessary.
- Distribution of employment documents

Recruitment

- Posting job adverts and organising and managing the shortlisting process
- Schedule job interviews and assist in the interviewing process
- Conducting background and reference checks

Employee Relations

- Provide information and advice to employees and managers on workplace procedures and employment legislation.
- Handle HR matters reliably and in line with legislation.
- Supporting line managers with investigations, including grievance and disciplinaries
- Liaise with line managers to review employee relations, performance management, resourcing and staff management.

- Advising and working with senior staff

Personal Specification

- 3 years' experience in Human Resources
- General knowledge of employment legislation
- Excellent organisational and administrative skills
- Approachable nature and lead by example
- Experience in use of databases, spreadsheets and Microsoft 365 packages
- CIPD qualified – highly desirable.
- Practical and logical approach to problem solving.

Employee Benefits

- 20 days holiday entitlement per annum plus Bank Holidays
- Access to our Employee Assistance Programme
- Eligibility for discounts with retailers and travel agents; online and on the high street
- Refer a friend and employee of the month recognition schemes