HR Advisor

**Terms:** Full Time, Permanent

**Reports To:** Director of People and Culture

**Salary Band:** Grade D (£35,887-£39,476 plus London weighting £3,285)

**Location:** Flexible – linked to London office or remote with occasional travel

## Who We Are

UnLtd is the leading provider of support to social entrepreneurs in the UK and offers the largest such network in the world. Our mission is to find social entrepreneurs with bold solutions to today’s challenges. Through funding and support, we help them to realise their potential and creating lasting change.

UnLtd’s vision is a future where enterprising people are transforming our world for good. To enable this, we are committed to developing an eco-system of support to make it easier for those who need help to find it.

UnLtd values diversity and is committed to inclusion and understanding intersectionality. These are more than just buzz words for us. They’re principles guiding how we build our teams, support leaders, empower social entrepreneurs and create an organisation that’s the right fit for every person.

To support an inclusive environment where employees feel empowered to share their lived experiences and ideas, we have embedded an equity and inclusion group within UnLtd giving us a wide range of different perspectives in our work to help us see what is most needed in society.  We are particularly keen to hear from those who identify as Black, Asian or Minority Ethnic, LGBTQIA, those with a disability, impairment, learning difference, those with caring responsibilities, from a less advantaged socioeconomic background as well as any other under-represented group in our workforce.

## About the Role

We are looking for a motivated and talented HR Advisor to join our friendly People and Culture team at a crucial and exciting time. You will provide support and advice in all areas of the employee lifecycle and support HR projects that seek to continually improve our HR processes and practices.

You are someone who is passionate about providing a brilliant HR service, experienced in supporting and advising line managers at all levels of the organisation, with an excellent knowledge of employment law, HR best practice and how to apply them in the context of a fast paced, values driven Charity. You will enjoy finding pragmatic solutions and seeking improvements, supporting people plans and be curious about HR data. A large part of your role will be getting the basics right. By this we mean supporting effective HR processes. We promise, no two days will be the same.

## Key Accountabilities

1. **Recruitment, onboarding, and new starter processes**

* Lead and manage all recruitment processes from end to end, supporting and advising the recruiting line manager, promoting the vacancy both internally and externally, and ensuring a smooth and efficient journey for all our applicants.
* Actively look at new inclusive approaches to recruitment to reach a wider talent pool of potential applicants.
* Manage the offer and pre-employment screening process, ensuring right to work checks, references and DBS applications are received and managed as appropriate.
* Prepare and issue contractual paperwork in a timely manner and handle all new starter queries.
* Support the line manager in developing induction plans to support the smooth integration of the new starter to UnLtd and communicate details of new employees to appropriate colleagues to ensure facilities and equipment are readily available upon commencement of employment.

**2. HR database and systems management**

* Be the superuser on Cascade (HRIS) and JobTrain, managing the data, permissions, access, and reports for the whole organisation and answering any queries.
* Work with the Systems Team to develop a HR KPI reporting dashboard to ensure accurate management information for key HR metrics.
* Update the Line Managers area of the Hub, the Employment Handbook and the People Managers Forum ensuring that all have access to high quality HR and Learning and Development information, advice and support.

1. **HR Advice**

* Support line manager with accurate and timely HR advice and guidance, answering queries, and actively seeking solutions to employee relations queries.
* Liaise with managers to ensure all contractual variations and changes are accurately reflected in the personnel files.
* Work with all line managers including the Executive Team to ensure that probationary reviews, appraisals, mid-year reviews, 1-2-1 meetings and any assigned Learning and Development courses are completed on time.
* Actively engage with all internal stakeholders, ensuring that the People and Culture Directorate has a visible, approachable and professional presence, communicating widely and confidently across the organisation.

1. **Learning and Development**

* Actively manage the administration and timely completion of all Learning and Development opportunities across the organisation.
* Identify, support, and liaise with internal and external stakeholders in the procurement of appropriate Learning and Development resources and opportunities.
* Support the Learning and Development committee as required.

1. **HR administration**

* Manage the HR email inboxes, responding to enquiries and escalating complex queries to the Director of People and Culture where appropriate.
* Ensure the smooth, accurate and timely processing of data between HR, Payroll, IT and Facilities for the full employee life cycle from initial application to exit interview.
* Supporting the Director of People and Culture with any general HR administration, including taking minutes at confidential HR meetings as and when required.
* Undertake any other duties commensurate with the general level of responsibility of this post as requested by the Director of People and Culture.

*Job descriptions cannot be exhaustive. You may also be expected to support and deliver other projects and tasks, in line with your skills and experience that contribute to our overall organisation objectives beyond your core role.*

## What exactly are we looking for?

## Often called ‘Essential Criteria’

* You have experience of supporting line managers with HR Advice
* You have experience in the use of HR software/databases
* You understand the legal framework of recruiting and employing staff
* You have up to date knowledge of current employment laws and their application.
* You have experience of using HR data and metrics to support business decisions
* You can effectively manage your own workload to meet deadlines and use initiative
* You have excellent attention to detail and accurate presentation of information
* You have excellent interpersonal skills with proven ability to work collaboratively
* You have working knowledge of Microsoft Office with a willingness to learn and use new systems

## Often called ‘Desirable Criteria’

* You have completed, or working towards, a HR related qualification
* You have experience in the development and implementation of employment policies and procedures

## Personal attributes and values

* You are self-motivated, pro active and committed, with a deep empathy and connection to our mission and values
* You are discrete and professional and can be trusted with sensitive information
* You have a positive ‘can do’ attitude and determination to ‘get under the skin of problems’
* You are flexible in planning and behaviour

## UnLtd’s Values

At UnLtd we are looking for people who support our values below.

**We are Brave**

* We are ambitious about achieving social change
* We are bold in pursuing new ideas
* We are resilient in the face of adversity

**We are Inclusive**

* We actively seek out great talent from everywhere
* We value diversity and welcome challenging points of view
* We foster an open and supportive environment

**We are Accountable**

* We are transparent in our decisions and actions
* When things go wrong, we learn from it
* We hold ourselves to our purpose