## Job Title: HR Business Partner

## Department: Human Resources & Learning

**Reporting to:** HR Manager, London/South

**Responsible to:** HR Director

**Contract:** Permanent, full-time position

**Hours:** 9.30am-5.30pm

**Salary**:Competitive,provided upon request

**Location:** London office with occasional visits to other offices. 3 days office, 2 days home in line with hybrid working policy.

**Benefits:** 29 days’ holiday per annum inclusive of 4 days’ compulsory leave to be taken during the Christmas office closure, plus all public and bank holidays; contributory pension scheme; life assurance (4 times annual salary); private medical insurance; interest free season ticket loan; childcare vouchers; cycle to work scheme; electric vehicle scheme. We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**About the Human Resources & Learning team:**

The Human Resources & Learning (HR&L) team is busy, dedicated, and well regarded internally.  We work hard to respond to the firm’s needs, to deliver a high quality service to our internal clients, and to deliver HR initiatives that add value and enhance employee engagement. The successful candidate will be part of a total HR department of 22 providing HR support to all the firm’s offices. There are four sections in the HR&L team: HR Operations; Recruitment; Learning & Development; HR projects/Equality, Diversity & Inclusion.

**Overall purpose of the role:**

This is a busy generalist HR role, working in a team of 6 HR Operations staff based in London but with responsibilities for other smaller offices in the South of England also. The post-holder will work closely with partners and managers to ensure an efficient, professional, responsive HR service is provided to their client groups. The role will also support with key HR projects and initiatives, that focus on development, retention, processes and our ethos. The exact duties and responsibilities may be subject to change over time as the firm and post-holder develop.

**Main duties and responsibilities**

**HR operations**

* Partnering with Heads of Department and senior management team/partners to provide advice, guidance and support on all people-related matters including coaching on ER issues
* Working closely with internal client groups on all people-related matters, including attending team meetings where appropriate
* Acting as first point of contact for partners and staff for general HR enquiries, offering timely HR advice, support and information
* Overseeing the administration of the new joiner process including all documentation and induction processes
* Managing the leaver process including all documentation and exit interviews, and analysis of quarterly leaver data
* Ownership of the probation process, including guiding managers on extensions and performance issues
* Producing contractual change letters and other employment documentation
* Managing the maternity, paternity, adoption, shared parental leave and parental leave processes including the production of accurate calculations
* Preparing the monthly payroll process for sign-off by the HR Manager
* Management of an employee relations caseload, such as flexible working and reasonable adjustment requests, absence management/occupational health matters, disciplinaries, grievances, investigations, redundancies and performance management processes
* Support cyclical management information and reporting including manipulating data in Excel and report writing from the HR database (Cascade)
* Updating the HR sections of the staff intranet as and when required
* Reviewing existing HR policies and assisting in the development and implementation of new policies where appropriate
* Ensuring all staff appraisals are completed and signed forms are saved on Cascade
* Assisting in reviewing and processing existing employee benefits and in the implementation of new benefits where appropriate
* Taking part in the annual salary review process, including preparation of salary spreadsheets and internal/external benchmarking data as required
* Advising on right to work issues and assisting with the visa application process in line with UK immigration laws, including working as required with the firm’s external immigration lawyer
* Organising and assisting with trainee solicitor and apprentice induction programmes
* Working with the L&D team to ensure the firm’s development programmes are relevant for departmental needs
* Championing wellbeing throughout the firm and working on projects/initiatives to support mental health
* Working/liaising with the firm’s diversity committees as required.
* The view to manage one of the London team’s HR Administrators including overseeing day to day work, supporting/contributing to their development and conducting annual appraisals.

**Other**

* Build rapport and business relationships with key business stakeholders
* Involvement in/assistance with ad hoc HR projects
* Assist with the development of the HRIS (Cascade)
* Put forward ideas and suggestions to improve processes and working practices
* Ensure confidentiality of personnel documentation and information
* Take responsibility for day-to-day HR administration activities (i.e. scanning, printing, generating and archiving documents, etc.)
* Pay attention to detail and ensure accurate production of information and documentation
* Work and behave in a professional manner and in accordance with the highest ethical standards of the legal and HR professions
* Comply with policies and procedures, professional standards and any other requirements set by the Solicitors Regulation Authority (SRA)
* Keep up to date with developments in HR and relevant employment law
* Demonstrate a commitment to own personal development and training
* Perform any other duties reasonably required.

**Performance measured by**

* Efficiency in dealing with work and accuracy of work produced
* Responsiveness and customer service
* Ability to work with initiative, maintaining a flexible and responsible approach
* Personal development and contribution to the overall objectives of the firm
* Reliable attendance and timekeeping.

**Person specification**

**Essential**

* Demonstrable generalist experience experience working to at least advisor level
* Solid experience in drafting employment contracts and other related documentation
* Relevant experience of using HR databases (Cascade would be advantageous)
* Demonstrable competence in the Microsoft Office package, especially MS-Excel
* Ability to demonstrate a good understanding of employment law and statutory legislation (annual leave, maternity / paternity / shared parental leave/ adoption leave, sickness, etc.) and ability to apply the key principles whilst responding reasonably and knowledgeably to day-to-day employee queries
* Ability to demonstrate impeccable attention to detail and produce consistently accurate documentation and HR data
* Numerate with the ability to calculate holiday/salary/other entitlements for a wide range of HR scenarios
* Demonstrable strong written and verbal communication skills
* Demonstrable understanding of effective teamwork and ability to contribute in a team environment
* Ability to demonstrate professionalism and a commitment to effective customer service
* Ability to demonstrate an excellent work ethic and time management skills
* Educated to degree level or equivalent relevant experience
* Ability to demonstrate a flexible approach to work
* Proven ability to be self-sufficient in relation to administration, document production, scanning, filing and IT requirements.

**Desirable**

* CIPD qualified or studying towards a CIPD qualification.