



Vacancy:	HR Consultant
Department:	HR Advisory
Location:	London
Term:	Permanent
Working Hours:	37.5 hours per week
Salary:	Market rate

The Firm

Capsticks is independently rated by The Legal 500 and Chambers Directory as one of the leading providers of legal services to the health, social care and housing sectors, as well as in the field of professional discipline. The firm has over 390 staff including over 250 fee earners across its 4 offices in London, Birmingham, Leeds and Winchester. The firm acts for over 200 clients in both public and private sectors, including all forms of NHS provider and commissioner organisations, the Department of Health, NHS Resolution, regulatory bodies, charities, independent healthcare providers, housing associations, medical malpractice insurers and defence organisations.

This is a great opportunity to work for a growing Top 100 law firm that prides itself on being able to offer top quality work, excellent career prospects and a healthy work life balance in a supportive working environment.

Further details on the partners and the type of work carried out can be found on our website at www.capsticks.com

HR Advisory Service

Capsticks HR Advisory is an innovative service which has been developed by the firm to deliver outsourced HR advice and support to organisations on a range of complex and day-to-day ER and HR issues. We work alongside the client's internal HR team, where they have one, to provide specialist advice in accordance with their local policies and procedures.

HR Consultancy has four main products that it delivers these are:

Employee Relations

Organisational Change

Tailor made HR services

Managing Absence

The majority of our work comes from providing an investigatory service to organisations either via a fixed arrangement or on an ad hoc basis and often involves extremely complex cases concerning medical staff, whistleblowing or multi stranded issues.

We are unique in our approach in that we are attached to a leading law firm and have established the HR Advisory service as 'go to investigators' when an organisation has a requirement. Our work includes:

- Independent investigations into disciplinary, grievance or associated matters including senior managers, directors and doctors.
- Best practice guidance on policy framework, TUPE transfers etc.
- Recruitment and workforce planning.
- Major restructuring exercises.
- Independent and senior presence on disciplinary or appeals panels.
- Sickness Absence management projects
- Design and delivery of training programmes.
- Provision of dedicated HR expertise on a locum basis for a fixed period of time.

The Role

The role will involve:

- Undertaking a range of discrete HR projects for clients.
- Proactively contributing to the development and growth of the business.
- Contributing and leading on specific areas of work as identified by the Head of HR Advisory.
- Travel to client locations across England as required.

Based in London, this is a great opportunity to join a respected and market leading firm in one of our growing services.

Skills Set

Candidates should have:

- Previous NHS experience or experience working within a unionised environment, ideally including MHPS experience;
- Up-to-date and detailed knowledge and understanding of employment legislation and best HR practice with ability to produce innovative and practical solutions;
- An excellent knowledge of a broad range of ER issues with the ability to interpret policy and advise on risk;
- Excellent standard of written work;
- A passion for ER;
- Ability to develop good working relationships;
- Experience of development and delivery of training programmes;
- Ability to diagnose, develop and deliver effective HR interventions in a variety of situations;
- Strong influencing and interpersonal skills, with ability to establish professional credibility;
- Excellent verbal and written communication skills;
- Ability to manage workload, handle constantly changing priorities and work to tight deadlines;
- Hold a CIPD (or equivalent) qualification/degree level qualification;
- Good range of IT skills, including Microsoft® Outlook™, Word™ and Excel™.

Candidates will also be expected to demonstrate at interview that they are:

- professional, self-motivated and proactive in their approach;
- well organised;
- focused on the delivery of a customer focused first class service;
- robust in their approach, with the ability to win the trust and confidence of their colleagues; and
- a team player who is approachable and able to work alongside others.

If you are interested in applying for this position please apply via our website, www.capsticks.com.

Capsticks is an equal opportunities employer

Capsticks is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

Capsticks is an agile firm and is open to conversations about flexible working.