

Job Description | Human Resources Advisor

Department: Human Resources

Location: London

Role: Human Resources Advisor

The Team

The HR team in the UK consists of over one hundred people. We have specialist teams in Recruitment, Graduate Recruitment and Management, Learning & Development, Systems and MI and Reward.

The HR operations team are based in offices across the UK, working as one team to deliver a business partnering service to our fee earning and business services teams.

The Role

In the capacity of a Human Resources Advisor, your role is to provide dedicated support to the HR Business Partner and their business services departments (client groups) and manage the day-to-day operational issues that arise. The Human Resources Advisor will work closely with department heads and project teams to ensure alignment of HR initiatives with the organisation's goals and objectives. This role demands deep HR knowledge, project management abilities, and adept communication and collaboration skills with stakeholders across all hierarchical levels.

The role will also involve responsibility for producing monthly and ad hoc MI reports for the HR Business Partner and assisting with coordinating cyclical HR processes.

Key Responsibilities

- To provide full and ongoing generalist HR support and guidance for the Business Services functions to achieve the Firm's objectives and strategy.
- To build an ongoing knowledge and understanding of each of the Business Services areas and the firm's culture and values. Support the Heads of Departments in performance improvement and management across their areas.
- To provide ongoing support and guidance for the client groups for any change management programmes they implement. Providing project management on all HR-related aspects.
- To provide and develop ongoing support to identify trends in employee relations and suggest and implement solutions to enhance the areas concerned.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- To develop and maintain an ongoing understanding of employment law and provide timely advice on relevant changes to client groups.
- Working with the HR Business Partner, senior HR team and the business on various change-management projects within the firm.
- Liaising with Resourcing team on recruitment authorisations.
- Ensuring that client groups' organisational charts are kept up-to-date.
- Assist with ad hoc projects and tasks.

Analytics and Management Information

Take responsibility for the monthly production and analysis of various HR reports, including but not limited to:

- Attrition analysis
- Talent management reporting
- Diversity & Inclusion

Talent Management and Moderation

- Facilitate the annual process by producing and collating documentation; creating reports; producing PowerPoint slides and taking and transcribing notes during Talent Management and Moderation Meetings.
- Circulate actions to relevant parties and assist with follow-ups.

Salary Review

- Assist the HR Business Partner with the annual salary review process, working as a project team with the HR Business Partner and Senior HR team.
- Manage the co-ordination and preparation of salary review documentation for the groups and ultimately, the Board.

Employee Relations

- Dealing with ad hoc HR queries as they arise, providing advice and mediation for employee relations issues.
- Monitor probation periods including follow-up performance reviews and managing termination meetings where necessary.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- Advising Partners, Managers, and employees on policies and procedures.
- Co-ordination of disciplinary and grievance meetings; taking notes or where appropriate running the grievance/disciplinary investigation/hearings.
- Assisting the HR Business Partner with restructures, consultation and redundancy procedures.
- Advising on maternity/adoption, paternity and parental leave processes.
- Absence management – proactively monitoring absence levels, dealing with long term sickness, preparing occupational health referrals and liaising with the Benefits team regarding Group Income Protection claims.
- Managing secondments within the client groups.

Essential Skills & Experience

- Proven experience working in an advisor/generalist role, ideally gained in a professional services environment.
- An understanding of current employment law, particularly with regard to employee relations issues.
- Strong IT skills, good experience of HR databases and advanced user of Excel with the ability to manipulate and analyse data.
- Evidence of strong project management skills.
- Graduate or equivalent and ideally CIPD qualified or working towards qualification.
- Ability to prioritise, meet deadlines and multi-task in a fast-paced professional environment.
- Able to use initiative and be flexible in thinking and approach.
- Excellent attention to detail.
- Proactive and resilient.
- Commercially astute.
- Excellent written and verbal communication skills.
- Strong influencing skills.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- Knowledge of HR best practices, including talent management, employee relations, and compensation and benefits.

The Firm

Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.