

Job Description | Human Resources Advisor

Department: Human Resources

Location: Edinburgh

Fixed term contract: 12 months

The Role

The HR team in the UK consists of over 70 people. We have specialist teams in Resourcing, Graduate Recruitment and Management, Learning and Development, Systems & 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 purpose of the HR Advisor role is to provide dedicated support to the HR Business Partners and their fee earner departments (client groups) and manage the day-to-day operational issues that arise. The HR Advisor will work with the HR Business Partners and their client groups to design and deliver effective HR solutions. The role will also involve responsibility for producing monthly and adhoc MI and analytics for the team and assisting with and coordinating HR projects.

Key Responsibilities

- Working with the HR Business Partners, senior HR team and the business on various change-management and ad hoc projects
- Providing comprehensive & clear guidance on the Firms Family leave offering.
- General administrative support to your assigned clients groups, which includes maintenance of organizational charts, secondment process, liaising with the Resourcing team on recruitment authorisations etc.

People Insights

The HR Advisor will take responsibility for the monthly production of various HR reports for the HR Ops team, including but not limited to:

- Monthly and quarterly MI reporting
- Statistics and utilisation reports for Partners and the Board
- Attrition and secondment reporting as required

Supporting with all cyclical process, such as employee engagement surveys, talent management, & salary review

- Facilitate the process by producing and collating documentation; creating reports via Excel and the HRIS; producing PowerPoint slides and taking and transcribing notes during the annual Talent Management and Moderation meetings.

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.

- Manage the co-ordination and preparation of salary review documentation for the groups and ultimately, the Board.
- Assisting the international HR team with visa applications and the Global Associate Programme.

Development and Career Conversations

- Work with HR Coordinators to ensure that all manager and structure information is kept up to date to ensure Career Conversations can be easily scheduled.

Employee Relations

- Demonstrable experience of handling a variety of employee relations casework, including disciplinary & grievance processes, in a fast-moving environment and the ability to prioritise and manage own workload, displaying a sound understanding of employment law, best HR practice & risk analysis.
- Overseeing the management of both long and short sickness absence management up to and including medical capability & group income protection claims.
- Ensuring all HR systems and ER case reporting tools are actively managed to ensure accurate MI & trends can be identified
- Supporting on probation review meetings where required, monitoring probation periods including follow up performance reviews and managing termination meetings where necessary for those not meeting the expectations of their role.
- Managing the flexible working application process
- Advising Partners, Managers and employees on policies and procedures.
- Conducting new joiner catch up meetings and exit interviews across the Casualty region
- Assisting the HR Business Partners with restructures, consultation and redundancy procedures.
- Working with the wider HR team to communicate and share expertise.

Essential Skills & Experience

- Proven experience working at advisor/coordinator level, ideally gained in a professional services environment.
- An understanding of current employment law
- Strong IT skills, 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 multitask in a fast-paced professional environment.

- Flexible in thinking and approach and ability to use initiative.
- Excellent attention to detail.
- Proactive and resilient.
- Integrity and discretion.
- Client focused.
- Strong team player essential.
- Commercially astute.
- Excellent written and verbal communication skills.
- Strong influencing skills.
- Ability to inspire confidence and respect at all levels.

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.

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.