

**HR Team is currently seeking to recruit for the following position:**

**HR Consultant**

**About HR Team**

HR Team offers employment law and strategic human resource services to employers in Northern Ireland, Ireland and the UK.

**HR Team is now seeking to recruit a HR Consultant in order to provide support with their growing client base.**

**Job Details**

**Job Title:** HR Consultant

**Contract Type:** Permanent

**Hours of Work:** Negotiable (full and part time available)

**Salary:** Negotiable and depending on experience

**HR Consultant**

As a **HR Consultant**, you will be required to provide a first-class quality of service to HR Team clients ensuring that their organisations are protected. There will be a high emphasis on client satisfaction as this is at the forefront of what we do.

Your expertise in the following areas will be required:

1. Provide expert employment law advice and guidance to clients on HR and employment law queries.
2. Visit clients at their premises to conduct initial HR Health Checks or to give advice.
3. Devise employment-related documents such as letters, policies and procedures.
4. Design contracts of employment and employee handbooks in line with the relevant employment legislation in that jurisdiction.
5. Conduct research into updates on employment legislation.
6. Conduct HR-related tasks such as disciplinary, grievance, absence and probationary periods. From time to time, clients may require more hands-on support in relation to such meetings.
7. Conduct consultancy projects such as job evaluation, salary benchmarking and manpower planning.
8. Maintain a good rapport with all HR Team clients.
9. Ensure that a strong commercial understanding is always demonstrated to our clients.
10. Answer all calls that come through to the HR Team Office in a professional and courteous manner. Ask the client fact finding questions in relation to their specific case or query (such as the length of service and protected characteristics of any employee case).
11. Respond to client emails and calls in the appropriate manner.
12. Ensure service standards for HR Team clients are to a high standard.
13. Maintain a commercial focus at all times. From time to time, clients may wish to make a commercial decision so it is important to always think about all the options, and the risks associated with these options, ensuring that this is fully explained to the client.
14. Where the client wishes to make a commercial decision, always outline the risks to the client in writing.
15. From time to time, conduct client visits at their premises.
16. Carry out absence review meetings for client employees and ensure the relevant documentation for absence is maintained.
17. Where required, assist with client recruitment of new staff to include devising person specifications, advertising (liaising with relevant mediums), shortlisting, arranging interviews, sitting on interview panels and keeping the client abreast of progress throughout.
18. Compile investigation reports and accompanying documents for grievance and disciplinary cases.
19. Assist in the delivery of training workshops such as preparation of training materials and slides, corresponding with attendees and follow up.
20. Stay abreast of all employment legislation updates in Northern Ireland, Republic of Ireland and Great Britain.

21. Pay attention to detail at all times when devising/revising documents, writing emails and giving advice to clients.

## **THE PERSON**

### **Essential Criteria:**

- Chartered member of CIPD or above.
- A minimum of 3 years' experience in a Senior HR role
- Experience of conducting and managing various employee relations procedures such as grievance, disciplinary, dignity at work, absence and redundancy.
- A sound understanding of various case law decisions
- Excellent communication and client satisfaction skills with experience of dealing with clients both over the telephone and on a face-to-face basis.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Power Point).
- Strong organisational and team working skills.
- Strong analytical and problem-solving skills with the ability to pay attention to detail.
- Ability to design and deliver effective HR training and seminars
- Experience and ability to develop and deliver effective solutions
- Ability to develop strong relationships with a variety of stakeholders
- Ability to draft high quality legally compliant documents

### **Desirable Criteria:**

- A qualification in employment law
- Experience working in an outsourced HR function
- Knowledge of employment law in Republic of Ireland

### **Key competencies required for the role**

- Client First, always
- The ability to work in an efficient and timely way
- A solutions based attitude
- High attention to detail
- The willingness and ability to continuously develop skills and knowledge
- The ability to competently and comfortably deal with complex queries from clients
- Strong Commercial Focus

The ideal candidate will have a strong interest in working within all parts of the HR / Employment life cycle.

What we can offer to you

- A competitive salary
- An attractive bonus structure
- Remote working Model
- Laptop
- Career Growth

- Work Life Balance

**How to Apply:**

To apply for this position, please send your CV outlining how you meet the criteria, your current salary and when you would be available to commence employment, to [paola@hrteamservices.com](mailto:paola@hrteamservices.com); before **Friday, 27<sup>th</sup> August 2022.**