

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

**HR and Employment Law Consultant**

**About HR Team**

HR Team offers employment law and strategic human resource services to business start-ups, SMEs and large multinational organisations.

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

**HR and Employment Law Associate**

As a HR and Employment Law 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 target deadlines so that an efficient outcome is always achieved for our clients.

Your expertise in the following areas will be required:

- Providing advice to clients on HR and employment law queries
- Investigation meetings and compiling the relevant findings
- Disciplinary Hearings
- Grievance Hearings
- Absence Management Cases e.g. absence review meetings
- Recruitment and Selection e.g. shortlisting and interviews
- Redundancy cases
- TUPE cases
- Always representing HR Team in the most professional and positive way at all times
- Maintaining a good rapport with all HR Team clients
- Ensuring that a strong commercial understanding is always demonstrated to our clients.

**Contract Type:** Full-time/Permanent

**Salary:** Negotiable and depending on experience

**Job Location:** Remote or Hybrid based in Derry-Londonderry

**Essential Criteria:**

- A minimum of 3 years experience in a HR and employment law consultancy or advisory 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 written communication with a high attention to grammar, spelling and presentation.
- 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.

**Desirable Criteria:**

- Chartered member of CIPD or above.
- A qualification in employment law
- Knowledge and experience of employment law in Great Britain
- Qualifications in the area of psychometric testing
- Experience in delivering HR / Employment law training

The ideal candidate will have a strong interest in working with all parts of HR / Employee life cycle.

They will be able to communicate with other consultants and HR Team Directors on areas for improvement.

**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 [martina@hrteamservices.com](mailto:martina@hrteamservices.com) or via post to The Recruitment Department, HR Team, 10A Ebrington Square, Derry – Londonderry BT47 6FA; before **Friday, 23<sup>rd</sup> May 2025 at 12 noon.**