

HR Adviser

JOB SPECIFICATION

Job Title:	HR Adviser
Responsible to:	Head of People
Salary:	Up to £30K depending on experience
Benefit:	8% Employer's Pension Contribution
Hours:	Full time 37.5 hours per week
Tenure:	Permanent
Location:	Lib Dems HQ, Westminster, London SW1P

Purpose of job

This role will provide advice to managers across LDHQ and coordinate all activity linked to the employee life cycle. The Adviser will also work on projects to improve the employee experience and administrate payroll. This role will also support the HR Standards Officer.

Key Responsibilities

1. Be the first point of contact for managers' queries covering the full scope of the employee lifecycle including: recruitment, talent management, maternity, paternity, sickness absence, training, disciplinary, capability, grievances, changes to terms and conditions and employee engagement.
2. Manage the starter and leaver process including exit interviews, background checks and references enquiries.
3. Administrate our HR function as well as facilitate positive and collaborative working relationships with our partners for payroll, pension, benefits and childcare vouchers.
4. Keep our HR system (Cezanne) and employees' HR files up to date.
5. Issue employment internal documents to ensure all starters/leavers/changes are processed promptly and accurately each payroll period.
6. Manage our recruitment campaigns both internal and external to attract the best talent.
7. Work with our Head of People and our managers to create an inspiring place to work.
8. Provide support as and when required to our HR Standards Officer.

9. Carrying out other reasonable duties as directed by the Head of People.

PERSON SPECIFICATION

Essential Skills and Experience

1. You will be passionate about creating an excellent employee experience. Friendly, enthusiastic, approachable manner and passionate about people.
2. You will have solid exposure within a HR environment as an assistant or adviser.
3. Proven hands on experience with full exposure to Employee Relations.
4. You will have a great attention to detail with the flexibility to manage multiple tasks simultaneously.
5. CIPD level 5 or equivalent experience.
6. You are confident, with fantastic communication skills both written and verbal.
7. You will be digitally savvy.
8. You will have excellent relationship building skills.
9. You will possess a high level of confidentiality and professionalism handling sensitive data.
10. You will be enthusiastic, proactive, self-motivated and an idea generator – not satisfied with maintaining the status quo.

Desirable Skills and Experience

1. Intermediate Excel Skills including VLookup and Pivot Tables
2. A commitment to the aims and values of the Liberal Democrats

APPLICATION PROCEDURE

For questions and further details, and to submit an application, please contact:

recruitment@libdems.org.uk attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- 3) A completed **diversity monitoring form**.
- 4) Please ensure we have the means to contact you by phone and email.

We will be reviewing applications as they come in and reserve the right to appoint prior to the closing date

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Please let us have details of your current salary and two referees including one from your current employer – if you would prefer us not to contact them until a later stage of the selection process, please let us know.

We will notify all applicants when the process is complete.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.

proud to support

time to change

let's end mental health discrimination

The Liberal Democrats are committed to supporting the mental health and wellbeing of all of our staff. That's why we've taken the Time to Change Employer Pledge. We encourage applications from persons with experience of mental health and are committed to supporting our employees to fulfil their potential and perform at their best in work."