

# Job Description

<b>Title:</b>	Human Resources Advisor
<b>Responsible to:</b>	Human Resources Manager
<b>Location</b>	London
<b>Responsible for</b>	People: N/A Budget: TBC
<b>Key Working Relationships:</b>	Senior Leadership, Managers, Staff and Contractors

## Job Purpose:

To support the Human Resources Manager and to be responsible for the smooth running and administration of Human Resources functions including employee life cycle, payroll entry and day to day queries.

## Key Responsibilities:

- Support the Human Resources Manager to promote and implement the People Policies & Procedures.
- Provide responsive and proactive advice to staff, World Centres and externally funded programmes.
- Provide operational Human Resources support on straightforward cases and issues including but not limited to performance management, grievance, disciplinary, restructures and absence, escalating to the Human Resources Manager when necessary.
- In consultation with the Human Resources Manager, support and advise on a wide range of issues including interpretation of a range of policies including sickness absence management, disciplinary, grievance and terms and conditions of employment.
- Identify and suggest how existing policies and procedures can be improved in-line with Human Resources good practice.
- Build effective relationships with staff and line managers to ensure that Human Resources is kept up to date with any issues which might affect best practices of Human Resources policies and processes. This will include attending appropriate meetings and preparing reports as required.
- Ensure that WAGGGS is meeting all of the appropriate local employment requirements in relation to employment of foreign workers based internationally and working with key external partners to ensure that all employment and tax duties are discharged appropriately in collaboration with the Human Resources Manager where necessary.

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- Manage the recruitment cycle and processes in line with WAGGGS policies and procedures and good practice including:
  - coordinate with managers on drafting job descriptions
  - gain approval from senior management
  - work alongside hiring managers to prepare internal and external job adverts
  - coordinate recruitment campaigns liaising with recruitment agencies as required
  - update and maintain the e-recruitment module and the job adverts on the WAGGGS website
  - Support recruiting managers with end to end recruitment process. arrange interviews including drafting questions and undertaking the practical arrangements as required
  - undertake pre-employment checks including references & right to work
  - prepare and process offer letters and coordinate start dates with managers.
- Oversee the induction and probation process for all starters in line with WAGGGS policies and procedures including arranging dates in discussion with line managers and maintaining and updating induction packs.
- Be responsible for coordinating annual appraisals, annual salary review, management of holiday calculations and internal training requests.
- Be responsible for the accurate processing of WAGGGS payrolls and pensions ensuring the correct processing of benefits (UK and International) and timesheet data, liaising with Finance, administration staff and the Payroll Service to ensure timely and accurate payments.
- Maintaining data records in the Human Resources IT system and ensure prompt and accurate data capture of all changes to maximise and make efficient use of Human Resources system.
- Produce timely relevant reports and updates for key stakeholders and management, including data analysis. These to include any bespoke reports as requested by the Human Resources Manager.
- Provide ad hoc advice and support to managers and staff on Human Resources and Employee Relations matters ensuring the Human Resources Manager is consulted as necessary for consistency in implementation.
- Oversee WAGGGS' sponsor licence and support with the processing of staff visa applications, escalating to the Human Resources Manager when necessary.
- Support HR to ensure smooth functionality of Human Resources and any related projects

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- To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role, agreed with the Human Resources Manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

# Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> <li>• Strong HR professional, CIPD qualified or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or 5 CIPD qualified or equivalent experience</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• 3+ years of working in an HR administration or advisory role</li> <li>• Experience of Human Resources administration</li> <li>• Experience of using a Human Resources IT system</li> <li>• Experience of producing accurate and complex employment/contractual documentation and correspondence</li> <li>• Experience of Recruitment Administration</li> <li>• Experience of prioritising workload, time management and dealing with conflicting priorities</li> <li>• Ability to undertake research tasks</li> <li>• Awareness of budget management</li> <li>• Experience facilitating training/coaching sessions for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in international and/or charitable organisation</li> <li>• Experience of managing employment/tax local requirements of internationally employed staff</li> </ul>
Skills and Knowledge:	<ul style="list-style-type: none"> <li>• Awareness of up to date understanding of UK and international employment law</li> <li>• Understanding of modern HR practices</li> <li>• Ability to build positive relationships with all stakeholders and work with and relate to people at all levels</li> <li>• Ability to communicate effectively in writing with all stakeholders – reports, support materials, correspondence, and proposals</li> <li>• Excellent verbal communication skills including presentation skills</li> <li>• Ability to solve problems quickly and sensitively and find new solutions</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>• A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable commitment to working in partnership with volunteer leaders</li> </ul>

# Person Specification

Area:	Essential:	Desirable:
	<p>with girls and young women, either through a professional or personal background</p> <ul style="list-style-type: none"> <li>• Highly creative; able to generate innovative approaches that deliver results</li> <li>• Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect</li> </ul>	
<p><b>Other Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Occasional work outside regular office hours</li> <li>• Able to travel internationally</li> </ul>	<ul style="list-style-type: none"> <li>• Language skills, in particular, French, Spanish or Arabic</li> </ul>
<p><b>Working for WAGGGS:</b></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>• A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.</li> </ul>	