



HR Coordinator / Advisor JOB DESCRIPTION

Smith Partnership is a leading law firm in the Midlands. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

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|----------------------|---|
| Job Title: | HR and Learning & Development Coordinator / Advisor |
| Department: | Support |
| Hours: | Part time or Full time |
| Location: | Derby, with travel to other branches |
| Reporting to: | Head of HR |

Main Purpose:

To support the provision of an efficient pro-active customer focused HR service for the firm.

To be responsible for effective administrative and advisory support of the HR service, supporting the Head of HR and the implementation of the HR strategy.

Job Content Main Duties, Tasks, and Responsibilities (non-exhaustive):

- Support the Head of HR in providing an effective HR service throughout the employee life cycle from onboarding to parting company.

Employee Relations (ER) Support and Assistance

- To provide advice to managers and employees on the firm's HR policies and procedures via phone or email in a timely manner, ensuring compliance with employment law. Escalating to the Head of HR as necessary.
- To support all aspects of HR casework e.g. return to work conversations, sickness absence meetings, investigations, risk assessments.
- To ensure the firm has a pro-active approach to absence management, providing day to day advice and support to managers including monitoring absence levels across the firm
- To ensure exit questionnaires are issued to all leavers and data collated to analyse and support the reduction of staff turnover.

HR System / Payroll

- Administration and maintenance of ADP (the firm's HR and payroll system) to include inputting of starters, leavers, changes, leave entitlements, maternity leave, employee self-service in a timely fashion.
- Work with the Head of HR and Chief Finance Officer to ensure the system is as effective and efficient as possible to support the needs of the firm.
- Production and use of reports via ADP.

- To ensure accurate employee records are securely maintained on the HR system and are held in accordance with the General Data Protection Regulations (GDPR).

Training

- Monitor continuing competence records of staff in line with SRA requirements.
- To ensure all staff maintain continuing competence records in line with the SRA and/or any other professional body and comply with the continuing competency policy, identifying any concerns with the Head of HR as necessary.
- To coordinate training bookings for employees of internal and external training providers as and when required.
- To assist the Head of HR to arrange, develop and facilitate a HR training and development programme for employees. Including supporting the booking of venues, organising invites, facilitating bookings, gathering training materials, issuing evaluation forms and analysis of feedback.
- To support the consistent application of performance management by monitoring annual completion rates and review periods.
- To ensure the Training and Development Module supports the training requirements for the Firm.
- To work with external training providers and the Head of HR to ensure training is relevant and meets the needs of the business.

Other areas

- To attend selection processes as and when required.
- To support an effective onboarding programme for all staff.
- To support the delivery of well-being and talent management initiatives across the firm.
- To provide HR administrative support to ensure the timely submission of the statutory returns e.g. National Office of Statistics.
- To ensure accurate employee records are securely maintained on the HR systems and are held in accordance with the General Data Protection Regulations (GDPR).
- Respond to any communication whether internal or external in a timely manner.
- Maintain an awareness and knowledge of current relevant Employment law legislation and ensure compliance with this.
- Support other members of the HR team where required.

GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.

**HR & Learning and Development Coordinator / Advisor
PERSON SPECIFICATION**

| Requirement | Essential | Desirable | How assessed |
|--|------------------|------------------|---------------------|
| Education & Qualifications | | | |
| Educated to Degree level or equivalent experience | Y | | A |
| CIPD qualification at level 5 or above or relevant experience | Y | | A |
| Commitment to ongoing professional development | Y | | A/I |
| Experience | | | |
| Experience of working in a HR officer or advisor role | Y | | A |
| Previous experience of working/providing support in a HR function in a professional services setting | | Y | A |
| Demonstrable experience of HR recruitment and selection procedures | Y | | A/I |
| Demonstrable experience of managing HR casework | | Y | A/I |
| Professional Knowledge and Skills | | | |
| Ability to manage a varied and complex workload as well as delivering to timescale | Y | | I |
| Knowledge of current employment law legislation | | Y | I |
| Strong ICT skills | Y | | A/I |
| Excellent verbal and written communication skills | Y | | A/I |
| Excellent planning and organisation skills | Y | | I |
| Personal Attributes | | | |
| Ability to self-evaluate and reflect | Y | | I |
| Able to adapt to changing circumstances and new ideas | Y | | I |
| Attention to detail | Y | | A/I |
| Able to communicate effectively | Y | | A/I |

Key:

A – Application

I - Interview

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____



Date: _____

Postholder's signature: _____

Date: _____