

Job Title – HR Advisor

Job ID – 193

Division – Howden

Location – Bedford

Role Definition

To provide a high quality HR advisory service across business units in the UK. Build relationships with people managers across the business, advising at an operational level to best meet people related needs, deploy best practice and adhere to legislative and policy requirements.

This role is a key member of both the divisional HR team and the broader Group HR team, working closely with and providing unparalleled support to the HR Business Partner in the delivery of the People Plan and ensuring day to day operational people needs of the business are met.

Key Responsibilities / Accountabilities

- Assist the HR Business Partner in the planning and delivery of people objectives
- Ownership and responsibility for dedicated client groups across the Company
- Contribute to the overall HR strategy with insights gained from interactions with the business
- Understanding of business plans in order to advise and deliver on relevant people initiatives
- Promote specific people initiatives through interactions with the business to encourage a high performance culture
- Provide support to people managers on all employee relations issues in line with business requirements and HR policies, procedures and legislation
- Work closely with Group HR colleagues to ensure policies and procedures remain in line with employment legislation and best practice
- Advise people managers and individual employees, to help them interpret HR Policy and guide them on HR related processes
- Adhere to relevant HR standards and good practice
- Adopt consistent HR processes and in line with Group HR
- Work collaboratively with the HR Employee Services and Payroll team to contribute to enhanced developments of HR processes and initiatives to address people issues and business priorities, in line with the HR operational model
- Support the successful delivery of project objectives for the business and across HR to progress HR initiatives
- Utilise HR data, interpreting and translating the data into usable insights for the business
- HR strategy and people plans for the business
- Support the HR Business Partner in the delivery of all HR cyclical activities including, but not limited to, the annual salary and bonus review and talent and succession planning
- Build strong and trusted relationships with people managers and Senior Leaders, where applicable, and establish a good working knowledge of the business. Gain an understanding of key business priorities, issues and challenges ensuring a commercially and value-add HR service is delivered
- Develop and maintain strong and credible working relationships with key people managers across all regional offices in the UK
- Build strong relationships with key members of the Group HR Team, including Centres of Excellence and the Employee Shared Services team
- Ensure employees across the business utilise the Employee Services team as appropriate
- Ownership of the divisional people data within Workday, ensuring currency and that it is reflective of the employee population

- Provide expert and technical advice and guidance to the line and to the wider HR team to ensure HR services and management of its people resources is cost efficient, effective and compliant with best practice/legislation/regulatory standards
- Identify and communicate potential people issues and opportunities to influence the business to recognise and take appropriate action
- Support the HR Business Partner with any change management initiatives to identify and ensure any people issues are appropriately considered by the business in both design and implementation
- Support the HR Business Partner in M&A activity and resulting integration
- Support the HR Business Partner in key HR projects

Skills and abilities needed to perform role

- Ability to influence and manage relationships with line managers
- Good business acumen and commercial awareness
- Ability to solve common people issues
- High level of organisation skills with strong attention to detail
- Strong data analytical skills
- Strong verbal and written communication skills
- Excellent time management skills with the ability to work well to deadlines
- Problem solving
- Working on own initiative
- Adaptability

Knowledge and Experience

- Good to strong technical HR knowledge
- Strong working knowledge of employment law
- Industry knowledge
- HR policy, process, standards and procedures
- Understanding of both internal business drivers and industry dynamics
- Good knowledge of HR systems, ideally Workday
- Strong knowledge of MS Office, in particular Excel and Power Point
- Strong experience in Human Resources, ideally within the insurance industry, definitely within financial services
- Proven track record of developing key relationships across the business
- Account management experience
- Experience of contributing and delivering key people initiatives
- Experience of working in a fast paced and changing environment
- Experience of TUPE beneficial

Professional Qualifications

- Willing to work toward CIPD qualifications

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