

## Role Summary

## Role Definition

**Job title:** Human Resources Advisor  
**Reporting to:** HR Manager

## Responsibilities

- Provide a comprehensive advisory and support service to Head of HR, members of the HR Department, managers, and employees
- Recruitment - Provide an efficient and effective recruitment service including sourcing, interview support/coaching, supplier management etc
- Contracts – Oversee the production of contracts and agreements to ensure they are legally compliant and service organisational requirements. Advise on salaries and reward packages in conjunction with Foster + Partners policy
- Work Permits/Visas – Oversee global mobility of employees including work permit and visa applications and right to work. Ensure the process is smooth and efficient.
- Starters – Take induction, verify required documentation including qualifications and right to work
- Training – Advise on appropriate learning and development solutions for the business
- Benefits – Manage and administer the various benefit schemes including annual reviews and salary review
- Family Friendly Policies – Provide advice and manage process
- Performance – Manage and administer probationary periods and annual appraisals.
- Employee Relations – Managing absence and sickness. Manage ER issues such as reorganisations, redundancies, disciplinaries and grievances. Ensure Head of HR is updated on all contentious issues
- Policies & Procedures – Implementation of Foster + Partners and HR policies, procedures, and processes. Ensure HR matters are handled fairly and consistently in line with legal and Company requirements
- Leavers – Oversee the leaver process including leaving confirmations, calculating holiday balances, updating HR systems, and conducting exit meetings
- Information - Provide information including statistical analysis and reports
- Documentation - Prepare documentation using the HR Department templates
- HR Department - Cover other roles within the HR Dept as required, assist with ad hoc projects, mentor HR Assistants, and provide development opportunities. Recognise and action when issues need to be escalated to the Head of Human Resources
- General Administration - Maintenance of HR procedures, HR templates and KPIs, hard copy and electronic filing, maintenance of HR database, records, and systems
- Prioritise - Manage priorities of casework and projects
- Employment legislation – maintain up to date awareness of employment legislation

## Qualities, skills and experience required

- Legally able to work in the country in which the position is based.
- Able to demonstrate proficiency in the responsibilities of the role
- CIPD qualified
- Excellent knowledge of UK employment legislation
- Able to demonstrate fluency in English both written and spoken is essential

- Excellent Microsoft office skills particularly Excel and Word, knowledge of HR systems would be useful
- Excellent administration skills
- Excellent organisation skills and the ability to co-ordinate and manage people, events, and data
- Methodical, accurate and have excellent attention to detail including accurate data entry skills
- A professional approach to HR with the ability to deliver high employee satisfaction
- Able to demonstrate initiative and a pro-active approach to daily tasks
- Be committed to maintaining and promoting the high standards of the role, department and Company and always maintain a high standard and professional image
- To ensure discretion is exercised when dealing with sensitive information and enquiries and to ensure confidentiality is always maintained
- Excellent written and verbal communication skills including being able to draft documents with grammatical accuracy and ability to communicate well across all levels of the organisation, building rapport with key members of management
- Can quickly establish credibility and build good working relationships
- To always maintain, a friendly, courteous, and helpful manner to colleagues, callers, and visitors to the HR department
- Able to work as part of an effective team assisting and supporting HR team members
- Professional and confident telephone manner
- Demonstrate enthusiasm, flexibility, commitment, and reliability
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while always remaining calm and professional
- Able to work to deadlines and timely delivery of information
- Must enjoy working in a very busy, fast paced environment
- Be punctual and reliable
- Smart personal presentation and able to act as an ambassador on behalf of the HR Department and Foster + Partners
- Understand the professional architectural qualifications desirable but not essential

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.