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| **Job Description**  |

**Job Title:** HR/Recruitment Advisor  **Reporting To:** HR Business Partner

**Location:** Midlands (Rugby or Tamworth)  **Salary Range: upto £25,000**

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**Role Purpose:**

At By the Bridge with Cambian, we have a fantastic opportunity for a motivated and experienced HR/Recruitment Advisor. This is a pivotal role within the HR team to deliver a high-quality service that clearly demonstrates added value to the Group.

Your time will be split between both HR and Recruitment activity; as first point of contact for all HR queries and ensuring HR records are accurately maintained and kept up to date. You will support the recruitment experience in on-boarding and induction of all new employee hire.

You will have regular contact with Managers at all levels and will be focused on building strong and credible relationships with key internal stakeholders. You will be pragmatic and solutions focused with a balanced and highly ethical and impartial approach. You will deliver all HR activity in a consistent manner, reflecting best practice and appropriately mitigating HR related risks promoting positive employee relations.

 The ideal candidate will ideally hold or be working towards CIPD level 5. You will need to be resilient to work in a Company that is undergoing change due to development and growth. You will be able to demonstrate key traits like professionalism, impartiality, alongside excellent organisation, flexibility and case management skills to deliver balanced Human Resources and Employee Relations advice.

There will be opportunities to gain experience with upskilling management in HR disciplines and supporting HR related project activity.

You would need to hold a **Full UK Driving licence** and have access to a vehicle. This is an office-based role with travel to support the Registrations throughout the UK.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an organisation, which thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities**

* To provide an effective Human Resources advisory service relating to the employment lifecycle.
* Support with the on-boarding for new joiners;
	+ Administer pre-screening employment checks; to ensure DBS and right to work, qualification, medical checks and references are undertaken and received.
	+ Preparation and issue of contractual data and employee benefits information for new hires.
	+ Support the Company induction process; following up with staff and managers on completion of the induction and checklist.
	+ Ensure all probationary periods are suitably diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers.
* Ensure that all payroll instructions are prepared and logged.
* Keeping HR Information System up to date at all times (iTrent)
* General HR administration of post (sending and receiving), producing template letters and correspondences i.e. internal promotions, employee benefits and leaver’s notification.
* Respond to reference requests for current and former members of staff.
* Maintenance and filing of HR information and data electronically, ensuring accurate updates in folders.
* Attend HR and Operational meetings on occasion and where appropriate.
* Provide day to day general HR advice and support on sickness absence, implementation of policies and terms and conditions of employment, escalating complex matters to the HR Business Partner.
* Support HR Business Partner with regular weekly/monthly reporting and case management log.
* Liaise with managers to initiate and follow up on referrals to Occupational Health.
* Promote equality and diversity as part of the culture of the organisation
* Provide adhoc support to the Investigation Managers and other Group Regional HRBP, as maybe required from time to time.
* All roles will be expected to undertake any other appropriate duties as required by the Head of HR, Children’s Services including providing cover for colleagues.

**General Responsibilities**

* To work in accordance with appropriate Group Policy.
* To contribute positively to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment and understanding to equalities, diversity and anti- discriminatory practices.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Person Specification**

This role will require demonstrated skills in

* Excellent communication both orally and in writing.
* Adaptable work approach to support with managing multiple and changing priorities.
* Methodical, organised with excellent attention to detail.
* Able to priorities and time manage to meet deadlines.
* Able to take direction, whilst working both independently using initiative and as an effective team member.
* Uses judgement to know when to ask for help and guidance.
* Appreciate and understand the need for confidentiality in dealing with all HR/ER and training issues with ability to handle sensitive issues with tact and professionalism.

The following qualifications and experience are required

* Skills, qualifications and experience relevant in a similar position. Ideally hold or be working towards CIPD 5.
* Computer literate and proficient in use of MS Microsoft (Outlook, Word, PowerPoint & Excel).
* Knowledge of or experience in using HR Information Systems.
* Understanding of HR process and employment legislation (advantageous).
* Full, current driving licence.

Safeguarding Children is central to all that By the Bridge with Cambian does. Although the HR Advisor role is not primarily one where contact with children is involved there may be occasions, either through seeing situations with a fresh pair of eyes; reading information in a report or by receiving information in any other way that an administrator may have concerns regarding the welfare of a child. (There are occasions for example where specific children may develop a good rapport with the HR Advisor through the child visiting the branch office). In any situation where the Branch Co-ordinator has concerns for a child’s well-being they must follow the reporting procedure of By the Bridge with Cambian. The HR Advisor will be required to undertake mandatory online training within their induction period.