



## HR Advisor

### *Human Resources*

#### **Background**

Devonshires has been based in the City of London for over 150 years, we are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in construction, litigation & dispute resolution, corporate, banking, employment, projects and property legal services to clients throughout the UK. Our clients range from some of the world's largest multi-national corporations to private individuals and include a significant number of charities, housing associations and Regulators.

#### **Summary:**

Working as part of our HR team to deliver the full range of HR Generalist support. The successful candidate will have their own discrete client group to work with alongside wider duties which will bring them into contact with all our employees and Partners. The successful candidate will be a keen HR Generalist, self-motivated and looking to take the next step on their career path.

#### **Main Duties and Responsibilities:**

*This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.*

- **Your Client Group - to provide HR Generalist support within your client group.**  
This will include:
  - **Employee relations** – working with line managers to ensure optimum performance and conduct. This will include participating in disciplinary investigations and/or disciplinary hearings either as a note-taker and/or as part of the decision making panel;
  - **Employee development** – working with external and internal training resources alongside line managers and employees to ensure all are trained to the optimum level and are able to deliver against their competencies;
  - **Absence Management** – to run monthly sickness reports in order to monitor any absence issues, hold return to work meetings with employees, liaise with line managers and occupational health as required;
  - **Employee Resourcing** – working with line managers on permanent and temporary recruitment for your assigned client group, including producing comprehensive job descriptions, liaising with agents, shortlisting and testing, interviewing candidates and providing constructive feedback;
  - **Management of our Trainee Secretarial scheme;** including maintaining and creating partnerships with local colleges, candidate assessments and scheme administration;

- **All leaver administration**, including exit interviews and communicating feedback as appropriate;
- **Firm Wide HR Support to include:**
- **Pay and benefits:**
  - Managing the monthly payroll for all employees in partnership with the Finance Director and in liaison with our Payroll Bureau;
  - Administration of our pension scheme in liaison with our payroll bureau, IFA and our Accounts team;
  - Assistance with Salary Review and Bonus Awards on annual basis;
  - Responsible for the scheme management of the firm's various employee benefits including Cycle to Work Scheme, delegating day-to-day tasks to the HR Assistant where appropriate;
  - Alongside the IT department manage and maintain the Firms benefits portal.
- **Work experience and CSR:**
  - Managing the firm's work experience programme and General Office placement scheme (the latter in conjunction with our Client Partners and CSR);
  - Management of the Firm's Wellness Programme;
  - To be a member of the CSR Committee.
- **Learning & development**
  - Management of relationships with external training providers and promotion of relevant courses;
  - Management of the firms MOS training in conjunction with the firms IT Trainer.
- **Other duties**
  - Production of regular employee diversity reports to be published on our website;
  - Assist the Head of HR with shortlisting applications for training contracts on an annual basis;
  - Undertake project work for the department as required.

### **Person Specification**

#### **Essential skills**

- Degree qualified;
- Working towards or have achieved CIPD Level 5 or above;
- Minimum two years in an HR administrator/Assistant role;
- Experience of/involvement in Employee Relations issues;
- Must be a self-starter and be able to think through tasks and complete them in depth;
- Excellent computer skills (competent in Outlook, Excel and Word);
- Have a critical eye for detail and have the ability to follow processes and procedures;
- Good time management skills with the ability to prioritise workload;
- Have a flexible approach to ensure all deadlines are met and to ensure that all work is of the highest possible standard;
- Must be able to work as part of a team;
- Possess excellent communication skills both written and verbal;
- Must be interested in HR and the service it is able to provide.

#### **Desirable skills**

- Ideally 2 years in a professional services/legal environment;
- Experience of running a payroll via a bureau.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com).*