



HR Advisor

Human Resources - London

Background

Devonshires is a leading City law firm. We provide high quality legal services to our UK and international clients from our offices in London, Colchester and Leeds. We are recognised as a medium-sized niche firm, specialising in commercial / corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing. Over the past few years we have grown significantly and now have approximately 250 employees.

Job Purpose:

To provide a full range of HR Generalist support by assisting the HR team from both a strategic and operational perspective in the delivery of the HR business plan. You will also provide a client focused and pragmatic HR support to managers and employees concerning various HR issues whilst remaining discreet and personable.

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.

- To manage the monthly payroll in partnership with the Finance Director;
- To produce regular statistical reports including absence management and employee diversity;
- To monitor absence issues; run monthly sickness reports, hold sickness absence meetings and refer to occupational health as required;
- To be responsible for both 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;
- To manage the firm's work experience programme and General Office placement scheme;
- Responsible for the Firm's Junior Secretarial scheme; including maintaining and creating partnerships with local colleges, candidate assessments and scheme administration;

- To conduct exit interviews for staff and ensure feedback is communicated as appropriate;
- To manage the company pension scheme administration;
- To complete salary surveys and data analysis and assist with administration of salary review and bonus scheme;
- To be a member of the CSR Committee and help with the Mock Interview scheme as well as other projects;
- Alongside the IT department manage and maintain the Firms benefits portal;
- Responsible for the scheme management of the firm's various employee benefits including Childcare Vouchers, Denplan and Cycle to Work Scheme, delegating day-to-day tasks to the HR Assistant where appropriate;
- Assist the Head of HR with shortlisting applications for the firms graduate recruitment;
- To advise managers and employees on employment relation issues, seeking guidance where appropriate both within your assigned client group and from time to time outside of it. 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;
- To work with Partners and Support Managers to ensure that appropriate learning and development opportunities are available for your client group to support the delivery of our business;
- Undertake project work for the department as required.

Person Specification

	ESSENTIAL	DESIRABLE
Academic achievements:	Minimum of 5 A-C grades at GCSE or equivalent including grade B in English Language, Literature & grade C in Maths A-levels or equivalent Degree	Working towards CIPD Level 5 qualification
Experience	Minimum two years in an HR administrator role Experience of/involvement in Employee Relations issues	Ideally 2 years in a professional services/legal environment Experience of running a payroll via a bureau
IT Skills	Excellent computer skills (competent in Outlook, Excel and Word).	Experience using Moorepay payroll system
Personal qualities required:	Have a critical eye for detail and have the ability to follow	

	<p>processes and procedures</p> <p>Good time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadlines are met and to ensure that all work is of the highest possible standard.</p> <p>Must be able to work as part of a team and possess excellent communication skills both written and verbal.</p> <p>Must be interested in HR and the service it is able to provide.</p> <p>The successful candidate will be a self-starter, highly organised, able to take on a demanding administrative workload and not be flustered by it.</p>	
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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 and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees and 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, pregnancy and maternity, race, religion or belief, sex or sexual orientation. 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.