



JOB PROFILE

Job Title: HR Advisor
Salary: Band D £30,000
Contract: Full Time- Permanent
Hours: 35 hours
Reporting to: Human Resources (HR) and Organisational Development (OD) Manager
Location: London (Office based)

Main purpose of position

The HR Advisor will provide expert advice and administrative support for all managers and employees through the entire employee lifecycle. Supervised by the HR and OD Manager this role will be the first point of contact for all HR related areas and administration needs, ensuring that all documentation is up to date accurate and complies with legislative and GDPR requirements.

Our Vision

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together.

By liberating visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%* in 2017.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating memories that can never be lost.

* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023.

Children with Cancer UK (the Charity) is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

Key Responsibilities

HR Support:

- Maintain and provide an excellent level of customer service to all staff in a confidential and sensitive manner.
- Support the HR and OD Manager in reviewing and renewing company policies, procedures and other related documents to ensure the business is compliant with legislative and GDPR requirements.
- Responsible for the end to end Recruitment Process, including placing vacancies on electronic job boards, liaising with recruitment agencies, and setting up interviews and issuing of all relevant correspondence.
- Assist managers in the preparation and writing of job descriptions and ensure accurate version control of all job descriptions across the Charity.
- Preparing and amending where necessary HR documents, i.e. employment offers, contracts and salary increases letters in a timely and efficient manner.
- Facilitate the on-boarding process by conducting the new starter induction and supporting managers through the probation process.
- Provide administration support for managers through the annual performance review process, performance management and disciplinary processes.
- Process the leaver checklists, conduct exit interviews and raise areas of concern with the HR and OD Manager.
- Ensure all employee documentation is appropriately recorded and stored within the employee's personnel file to meet auditing requirements.
- Ensure the relevant HR database is up to date, accurate and complies with legislation and GDPR.

Additional HR Activities:

- Monthly payroll processing.
- Assist in processing expenses and invoices for the HR and OD Manager as requested.

PERSON SPECIFICATION

Experience and Skills

Criteria	Essential	Desirable	How Assessed
Skills / Ability	<ul style="list-style-type: none">• Strong administration skills• Basic understanding of Employment Law• Knowledge and understanding of contemporary and best practice HR.• Advanced computer literacy skills (Microsoft Office Suite)• Ability to effectively communicate with a diverse range of people – internal customers/employees, external agencies etc.• Advanced time management, planning and organisational skills with the ability manage multiple priorities to meet deadlines		Application and Interview
Knowledge	<ul style="list-style-type: none">• Experience in general HR practices• Basic Knowledge of HR systems (PeopleHR etc.), processes and policies to be able to administer and execute HR processing tasks		Application and Interview
Qualifications and Experience	<ul style="list-style-type: none">• Relevant graduate degree in HR	<ul style="list-style-type: none">• PeopleHR experience• SAGE payroll experience	Application
Disposition / Personal qualities	<ul style="list-style-type: none">• Excellent communication skills (written, verbal and interpersonal)• Ability to work well autonomously and within a team		Interview

	<ul style="list-style-type: none"> • 'Can do' attitude, bright, energetic and having a sense of humour! 		
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This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder.