

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible in the background, and a man is in the foreground, seen from the side, looking towards the speaker. A small potted plant sits on the table.

Forward thinking
Straight talking

HR Advisor ***12 months FTC***

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	HR Advisor
LOCATION:	Birmingham
CONTRACT TYPE:	12 months' Fixed Term Contract

The *role*

We are looking for a HR Advisor on a 12 months' fixed term contract to work alongside our HR Business Partners, HR Advisors and wider HR team to support and deliver a first-class HR service. You will be responsible for helping to deliver a full generalist service to employees across the Corporate and Business Services Platform's within the Gateley Group.

The successful candidate will be able to build and form strong working relationships across all levels of employees to deliver an effective HR Service. You will report directly into the Senior HR Business Partner and will work closely to support and guide the Assistant HR Advisor and HR Administrator who also look after the Corporate and Business Services Platform's. This role will be based at our Birmingham Head Office, with hybrid working available.

Duties & Responsibilities

- Supporting the HR Business Partners, HR Advisors and wider HR team, acting as an ambassador for the Gateley Group and being pro-active in the day to day management of employees to enable the Gateley Group to manage effectively.
- Build effective relationships with stakeholders to understand priorities and objectives relating to employee recruitment, interview processes and performance.
- Support relevant corporate and business services stakeholders.
- Supplement recruitment processes alongside the Recruitment Team.
- Conduct 6-week reviews for new starters and exit interviews for leavers.
- Support the company-wide 'Gateley Check Ins', promotion and pay review processes.
- Support stakeholders with employee relations matters, performance management cases and where necessary effectively plan and conduct disciplinary meetings.
- Provide advice on all employee relations matters.
- Manage employee absence and carry out return to work interviews.
- Support employee's as they undergo and return from various forms of family leave, including maternity.
- Ownership and responsibility for ad-hoc projects supporting the HR team and wider business.
- Knowledge, implementation and maintenance of company-wide HR policies and procedures.
- Contributing to the continuous improvement of HR systems and practices.
- Keeping up to date with Employment Legislation.
- Providing support and guidance to the HR administration team.

The *team*

Our team of HR professionals work closely to support the group's business strategy. The team prides itself on supporting and driving our employees' personal and professional wellbeing to ensure they can maximise their full potential.

The *person*

Candidates will be able to demonstrate the following attributes:

- Two to three years' experience working in an HR Advisor level role, preferably within professional services.
- CIPD qualified (minimum level 5, level 7 would be advantageous).
- Demonstrable employee relations experience.
- Ability to influence and negotiate at all levels to include senior stakeholders.
- Excellent organisation/time management skills.
- Thrive within a pacey and progressive working environment.
- Attention to detail with the ability to work under pressure and to tight deadlines.
- First class verbal and written communications skills.
- Proactive, resilient and self-motivated approach towards work.
- Previous working knowledge of Midland iTrent HR System would be advantageous.
- Always maintain absolute confidentiality and exercise discretion.
- Able to work effectively both on an individual level and as part of a team.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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