

# Job description

<b>Job Title:</b>	HR Consultant
<b>Reporting to:</b>	Head of Employment
<b>Based at:</b>	Choice of <b>Cardiff</b> office - 9 Cathedral Road, Cardiff CF11 9HA or <b>Bangor</b> office - Unit F12, InTec, Ffordd y Parc, Parc Menai, Bangor, LL57 4FG
<b>Hours:</b>	37.5 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, with ability to leave from 4pm on Fridays, depending on workload
<b>Salary:</b>	£TBC
<b>Benefits:</b>	25 days holiday per annum, plus statutory and bank holidays, with up to an additional 3 days at Christmas Private medical insurance which includes access to a confidential employee assistance programme and a digital GP (option to add family members at own cost) 3% pension contribution Death in service cover (3x salary) Company sick pay of up to 4 weeks per year Professional subscriptions funded by the company Access to a suite of training under the MBL SmartPlan, internal mentoring support and various other internal and external training Ride to Work scheme Hybrid working Regular social events
<b>Purpose of Role:</b>	To provide timely, effective and pragmatic HR advice and support across a spectrum of HR related matters to clients of the Firm, whilst also assisting with administering and providing HR services internally within the firm.  To assist in providing to the department and the Firm such administrative, support and marketing tasks as may be required from time to time.
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Earn fees for the Firm by undertaking HR activities for clients of the Firm, either as directed by lawyers in the Employment team or as a result of direct client instructions. This includes: <ul style="list-style-type: none"> <li>○ Drafting contracts, handbooks, policies and procedures</li> <li>○ Undertaking grievance and disciplinary investigations / hearings and appeals and preparing outcome reports</li> <li>○ Conducting on-the-ground meetings at client sites e.g. hearings, TUPE / redundancy consultation meetings, capability meetings, interviews, protected conversations</li> <li>○ Advising on various HR matters including: <ul style="list-style-type: none"> <li>▪ Onboarding, RTW checks, DBS checks</li> <li>▪ Holidays and holiday pay</li> <li>▪ Absence and attendance management</li> <li>▪ Performance management</li> <li>▪ Termination of employment</li> <li>▪ Redundancy</li> <li>▪ TUPE</li> <li>▪ Collective consultation</li> <li>▪ Flexible working</li> <li>▪ Family entitlements</li> </ul> </li> <li>○ Advising on / creating performance management systems</li> <li>○ Design and deliver training (online and in person) on HR-related topics</li> <li>○ Conducting salary and benefits benchmarking exercises</li> </ul> </li> <li>• Record time spent on all client work to maximise fee recovery</li> <li>• Liaise with Accounts to prepare invoices for client work undertaken and assist in initial debt chasing as required</li> <li>• Build relationships with new clients to become their trusted HR advisor</li> <li>• Attend networking events to build relationships with potential new clients</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the preparation of tenders / proposal documents for HR services</li> <li>• Conduct sales / intro meetings with potential clients</li> <li>• Ensure compliance-related procedures are followed when setting up new clients and matters</li> <li>• Assist with the onboarding of new employees to the Firm and the departure of leavers</li> <li>• Assist with the planning, onboarding and supervision of work experience placements to the Firm</li> <li>• Act as a mentor to nominated employees of the Firm</li> </ul>
<p><b>Technical Ability:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience working in an operational HR environment at HR Business Partner / HR Officer level or above, or as an HR consultant</li> <li>• Good drafting skills – able to prepare clear and succinct reports and letters</li> <li>• Up to date knowledge of HR-related legislation and best practice</li> <li>• Good working knowledge of Microsoft Word and Outlook</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Confident in delivering training at a variety of levels</li> <li>• Good working knowledge of Excel</li> <li>• Good working knowledge of HR management systems</li> <li>• Ability to conduct your work through the medium of Welsh</li> </ul>
<p><b>Person Specification:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Confident and decisive</li> <li>• Able to express yourself clearly and succinctly, with reasoned arguments</li> <li>• Naturally inquisitive with a desire to learn / keep up-to-date</li> <li>• Self-motivated and proactive – actively seeks out work and manages own workload / priorities</li> <li>• A keen eye for detail</li> <li>• Able to use own initiative</li> <li>• Highly organised</li> <li>• A completer-finisher</li> <li>• Dependable</li> <li>• A flexible approach, willing to assist team members as required and happy to 'muck in'</li> </ul>