

<b>Position</b>	<b>HR Consultant</b>
<b>Location</b>	<b>Head Office, Yeovil</b>
<b>Department</b>	<b>HR Department</b>
<b>Salary</b>	<b>Up to 40k, depending on experience</b>



### **Principle Accountabilities**

Rebecca Bevins HR (RBHR) is an Award-Winning HR Consultancy based in Yeovil with Clients across the South West and nationally. We have a unique opportunity for an experienced HR Generalist to join our friendly team of Consultants, employed directly on a full or part-time basis. You will provide professional advice to clients (both new and existing) either by phone or at their premises, ensuring their individual needs are fulfilled.

### **Responsibilities**

- Provide professional Employee Relations advice to clients over the telephone and at the client's premises.
- Assist with managing situations such as investigations, disciplinary, grievance, absence issues and other HR queries.
- Assist clients with day to day HR queries, both remotely and at the client's premises.
- Writing and updating employment documentation including terms and conditions, handbooks and policies and assisting the client to implement any changes required.
- Advising clients on GDPR legislation and supporting with subject access requests.
- Supporting without prejudice conversations and drafting settlement agreements; liaising with parties to ensure matters are completed swiftly.
- Undertake training needs analysis for clients, identifying training requirements and designing creative solutions to meet the requirements.
- Completing project work for clients as required: culture and engagement, TUPE, restructures and redundancies, appraisal implementation.
- Carry out HR audits and health checks for our clients when requested.
- When applicable, supporting the management and preparation of Employment tribunals and attendance to represent clients when required.
- Communicate effectively with clients, consultants and directors in person, by telephone, and e-mail system in order to drive efficiency and maintain standards.
- Draft proposals for new and existing clients.
- Other training and HR generalist duties as agreed by the Managing Director.
- Design and delivery of bespoke training programmes to meet client needs.
- Deliver modules on our Management Development programme.
- To be involved with and support the delivery of Level 3, 5 and 7 CIPD programmes in association with local colleges.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Effective interpersonal skills</li> <li>• Excellent IT skills – particularly word, excel and power point.</li> <li>• Problem solving skills</li> <li>• Excellent customer service skills</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant HR qualification:</li> <li>• CIPD Level 5 as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD level 7</li> <li>• Degree in HR Management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of current employment legislation</li> <li>• Demonstratable understanding of best practice in HR</li> </ul>	
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working at a senior level within HR (Senior HR Advisor/ HR Manager/HR BP)</li> <li>• Delivery of presentations and training</li> <li>• Management of complex ER processes – absence, disciplinary, grievance</li> <li>• Management of appraisal processes</li> <li>• Experience of managing HR projects (implementation of policy)</li> <li>• Experience of managing the recruitment process including on-boarding.</li> <li>• Carrying out without prejudice conversations and producing settlement agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of CIPD Level 3, 5 and 7 course.</li> <li>• Design of training materials</li> <li>• Management and preparation of tribunal process.</li> <li>• Management of TUPE process</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Personable and professional at all times.</li> <li>• Flexible and responds well to change</li> <li>• Team player</li> </ul>	

This role is based in Yeovil with travel across the South West, therefore a full driving licence; own car and ability to travel is essential.

We welcome applications from individuals on both a full or part time basis. You are expected to work with the minimum of supervision and may be expected to deal with other duties appropriate to your skill set and abilities. This is an outline of your duties and responsibilities. It is not intended to be an exhaustive list and may change from time to time to meet the changing needs of the business.