

Human Resources Consultant

Rebecca
Bevins
HR Consultancy

Up to £40,000 per annum, dependent on experience, pro rata

Full time, Permanent

The business is based from our Yeovil office with the ability to work flexibly. Travel to client sites as required

About us

Delivering commercial, cost-effective HR Solutions across the South West – we are an established HR Consultancy working with a variety of clients from SME to blue-chip national. We have been in the industry for over 14 years and provide HR support to clients who may not necessarily have their own internal HR department, or we act as an extension to their existing HR offering. Whatever the requirement, our services are fully tailored to suit the needs of our clients. From Employee Relations & Advice to Training & Development, HR projects, Resourcing and recruitment solutions - we offer the full spectrum of outsourced HR services and are currently investing in key talent to support the businesses continued growth.

About the opportunity

This is an exciting time to join our business! We have grown significantly over the years and are looking to expand the team with additional talent to contribute to our continued growth.

We are looking for a HR Consultant to deliver professional, expert Employee Relations advice to clients (both new and existing) either by phone, email or at their premises, ensuring their individual needs are fulfilled and our commercial objectives are met. Whether it be disciplinary, grievance, absence management or other related employee relations issues – this is an opportunity to join a team that is committed to providing an exceptional Generalist HR Service.

Working closely with colleagues and clients, as an HR Consultant you will manage a range of clients, supporting them with managing their people through their entire HR lifecycle, ensuring that all work is carried out in adherence to the necessary employment legislation and compliance with company processes at all times. In addition, you will support the wider team and Managing Director with other duties as required by the business.

There will also be opportunity to support the team with various training & development offerings (i.e. Management Development, HR masterclasses on practical HR issues) and be involved with the delivery of these programmes in conjunction with the rest of the team.

About you

Are you an HR Advisor with a proven track record in managing a range of employee relations cases looking to take the next step in your career? Then we want to hear from you!

To be considered for this opportunity, it essential that you have demonstrable experience within an HR environment with proven capability on providing advice/guidance on a wide variety of generalist

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



HR issues. It is desirable that you are CIPD qualified (ideally to Level 5) with good working knowledge of HR, best practice and employment law matters. CIPD training is available for the right candidate. You will need to be personable, highly organised and able to manage multiple projects simultaneously in what will be a busy and varied role. You must be able to work accurately and pay meticulous attention to detail.

It is just as important that you are a flexible, adaptable team player, willing to roll your sleeves up and get stuck in to contribute to the wider success of the business. You will be friendly in your approach to your work, professional and maintain confidentiality at all times.

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.

A full job description is provided below.

What can RBHR offer you?

At RBHR we are committed to fully supporting our team to enable each individual to fulfil their personal and professional objectives. Along with a friendly and relaxed working environment, we offer:

- A competitive salary package of up to £40,000 dependant on experience,
- 25 days holiday per year plus bank holiday (pro-rotta) – rising to 27 days after 5 years employment,
- The opportunity to be a part of a progressive, award winning and growing team,
- Opportunity for training, development and progression,
- A flexible working environment where we promote a positive work/life balance,
- A business laptop and iPhone,
- Free parking,
- My staff shop reward card,
- A dog friendly environment where we happily welcome your dog at work,
- Team social events.

If you think this sounds like an opportunity that you possess the skills and experience for, then we would love to hear from you. Please submit your CV and covering letter today for immediate consideration.

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



Job Description

Human Resources Consultant

Rebecca
Bevins
HR Consultancy

Location:	Yeovil
Salary:	Up to £40,000, depending on experience
Reporting to:	HR Operations Manager
Direct reports:	None
Benefits:	25 days holiday (rising to 26 after 3 years' service and 27 after 5 years' service) pro rata, option to join Nest pension scheme, My Staff Shop reward card.
Working Hours:	39 hours per week, full time. Hours are worked flexibly subject to business & client needs.

Purpose:

1. Working as part of a team, you will provide professional advice and guidance tailor made to meet client needs by telephone, email, Skype or on site, ensuring solutions meet and fulfil their individual needs.
2. Working with team colleagues and managers to identify, develop and deliver new products/services to support business development.
3. Work with existing clients to identify and pipeline ongoing work and projects as necessary to fulfil their needs for HR support services and 'feed' the RBHR teams with work (supported by the HR Operations Manager and Managing Director).
4. Identify opportunities to cross sell HR support services (both strategic and transactional) to clients including projects, generalist HR and employee relations support, recruitment, resourcing, learning and development and outplacement.
5. Achieve a 70% billing target, or as agreed with the HR Operations Manager or Managing Director.
6. Actively support business development.
7. Actively support the ongoing personal and professional development of both HR Associates and other HR Consultants (extending this to all staff).

Key Responsibilities:

Advice and Guidance

- Communicate effectively with clients, consultants and directors in person, by telephone, e-mail, Skype etc in order to build and maintain strong relationships, drive efficiency and maintain standards.
- Provide professional Employee Relations advice and guidance to clients.
- Support clients with managing situations such as informal/formal investigations, disciplinary, grievance, absence/capability issues and other HR queries.
- Support clients to resolve day to day HR queries, both remotely and at the client's premises.
- Writing and updating employment documentation including terms and conditions, handbooks, policies and procedures, supporting the client to implement any changes required.

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



- Advising clients on changes to legislation, good and best practice.
- Supporting clients with complying with GDPR legislation and supporting with data subject access requests.
- Support and manage without prejudice conversations and drafting settlement agreements, liaising with all parties including legal advisors to ensure matters are completed swiftly.
- Any other HR generalist duties as agreed by the HR Operations Manager or Managing Director.

Projects

- Carry out learning and development, HR, recruitment and resourcing audits and health checks for clients where required.
- Manage and complete project work for clients as required, this can include:
 - Recruitment and resourcing initiatives,
 - Learning and talent development initiatives,
 - Culture change and engagement (or re-engagement),
 - Appraisal and performance management implementation and redesign,
 - Restructures and redundancies,
 - TUPE, etc.
- When applicable, work with other professionals to support the management and preparation of Employment tribunals and attendance to represent clients where required.
- Any other HR, recruitment and resourcing or learning and development projects as agreed by the HR Operations Manager or Managing Director.

Learning and Development

- Work with the Learning and Development Consultant to ensure a joined-up L&D offering meeting the RBHR business plan objectives and client needs.
- Undertake training needs analysis for clients, identifying training requirements and design creative solutions to meet the requirements working with colleagues and other professionals as necessary.
- Design and delivery of bespoke learning and development programmes to meet client needs.
- Deliver modules on RBHR development programmes working with and supported by team colleagues as necessary.
- Any other training and learning and talent development initiatives as agreed by the HR Operations Manager or Managing Director.

Recruitment and Resourcing

- Work with the Recruitment and Resourcing Consultant and the recruitment and resourcing team to ensure a joined-up recruitment and resourcing offering meeting the RBHR business plan objectives and client needs.
- Undertake and support with recruitment and resourcing activities as required.

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



Business Development

- Ensure the maintenance of accurate records of the time used by clients, ensuring timesheets and timebanks are up to date.
- Prepare and present proposals for HR support services to new and existing clients working with other colleagues as necessary.
- Build strong relationships with key members of the Chamber of Commerce and other relevant stakeholders.
- Attend regular networking events and activities.
- Develop your network using LinkedIn and support social media updates as necessary.
- Develop and maintain relationships with clients, prospects and referrers in your network, working with colleagues as necessary to ensure RBHR services are well promoted within our target markets.
- Complete regular review meetings with key clients as agreed with the HR Operations Manager and/or Managing Director.
- Maintain delivery against performance targets (both individual and team) as agreed with the HR Operations Manager or Managing Director.

Other aspects of the role

This role is based in Yeovil with travel across the South West (and occasionally further afield based on client need), therefore a full driving licence; own car and ability to travel is essential.

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.

We welcome applications from individuals on both a full or part time basis.

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



Person Specification – HR Consultant

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> Evidenced verbal and written communication skills. Evidenced effective interpersonal skills working with managers and staff at all levels. Evidenced excellent IT skills – particularly Word, Excel and PowerPoint. Problem solving skills. Proven customer service skills. Evidenced presentation skills. 	<ul style="list-style-type: none"> Knowledge of Microsoft Office products and Office 365. Knowledge of Microsoft SharePoint. Knowledge of CRM systems. Knowledge of electronic time recording systems.
Qualifications	<p>Relevant HR qualification:</p> <p>CIPD Level 5 or ‘qualified by experience’</p>	<ul style="list-style-type: none"> Associate or Chartered Member status of the CIPD. CIPD qualification at Level 7. Degree in Human Resource Management or related discipline. Employment law qualification. Mediation qualification. Coaching qualification. Psychometric testing qualification.
Knowledge	<ul style="list-style-type: none"> Evidenced working knowledge of current UK employment legislation. Demonstratable understanding of good and best practice in HR. 	
Relevant experience	<ul style="list-style-type: none"> Previous experience of working at a senior level within HR (Senior HR Advisor/ HR Manager/HRBP, etc) or in a similar role. Management of complex Employee Relations matters and processes – including absence, capability, disciplinary, grievance. Management of appraisal and performance management processes. Experience of managing HR projects (implementation of policy/procedural changes). Experience of managing restructuring and redundancy processes. Experience of managing the recruitment process including on-boarding and induction. Delivery of presentations and training. 	<ul style="list-style-type: none"> Experience of mediation and dispute resolution. Design and development of training materials and activities. Management and preparation of tribunal process. Management of TUPE process. Carrying out without prejudice conversations and producing settlement agreements. Previous consultancy experience.

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689



Disposition	<ul style="list-style-type: none"> • Personable, approachable and professional at all times. • Flexible and responds well to change. • Team player yet able to work alone. • Honest and caring with good judgement and integrity. • Pragmatic commercial approach. • Engaged by learning and willing and able to share knowledge with colleagues to support their development. 	
--------------------	--	--

A: 24 Garrett Road, Lynx Trading Estate, Yeovil, Somerset, BA20 2TJ

T: 01935 411191

E: enquiries@rebeccabevins.co.uk

www.rebeccabevins.co.uk

Company Registration Number: 5892689

