Example of HR Senior Advisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of HR senior advisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR senior advisor

- Sources candidates by utilizing job boards, professional associations, and social networking sites
- Answers moderately complex to complex employee questions on HR employee policy, practices, procedures and programs
- Performs data look up and data entry in various HR administration systems to aid in resolving inquiries
- To manage and resolve employee probation, grievance and disciplinary cases through internal procedures, assessing the risks, legal and other implications and financial impact
- To utilise the monthly people packs to review data and performance trends within the Schools, which will support a proactive and responsive HR service
- Oversee College recruitment activity to identify best practice, areas of consistency and opportunities for improvement
- Identify, develop and implement the continuous improvement of HR practices within the College
- Contribute to the development, coordination and delivery of specific HR projects and initiatives for Schools
- Co-ordinate and lead College HR projects as required, to include employee engagement, development and wellbeing initiatives
- Contribute to the design, delivery and coordination of relevant training activities

Qualifications for HR senior advisor

- Willingness and ability to travel to the Birmingham office a minimum of one day per week
- Significant depth and breadth of generalist HR experience
- Strong coaching skills and ability to motivate individuals and teams
- Customer focus with a drive to deliver
- The courage to challenge or influence to allow the right decisions to be made
- Strong intellectual capability including analytical skill