Example of HR Senior Advisor Job Description

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Our growing company is looking to fill the role of HR senior advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR senior advisor

- Coach Heads of School/ School Managers and line managers on people management issues
- Deputise for the College HR Manager / HR Business Partner as necessary
- Support the management and coaching of the College HR team (where required)
- Establish, develop and maintain strong relationships with key stakeholders within the College and institution to understand and advise on people management issues within the College
- To perform other duties as required which are not included above, but which will be consistent with the role
- Take responsibility for resolving day-to-day and, sometimes, more complex HR issues for staff within the Schools supported
- Oversee College recruitment processes, including advising on the drafting and evaluation of job descriptions, advertisements and search campaigns
- Oversee systems to ensure compliance with UK immigration law and the Home Office's Points Based System at recruitment stage and throughout employment
- To co-ordinate and manage monthly School people meetings, reviewing statistical data, performance trends and operational issues to continuously improve the School People agenda
- To work with key stakeholders to embed the implementation of the workload model, including the identification of opportunities for improvement and best practice examples

- Tertiary qualifications in human resources, business, psychology, or related discipline
- Confident and mature demeanor coupled with excellent communication skills
- Experience working in a heavy industry environment and/or resources industry would be advantageous
- 3 years + generalist HR experience - as HR Officer/Advisor
- Demonstrated ability to advise effectively with all levels within a complex, multi-operational organization
- Proven HR Advisory experience