

HR ADVISER

CHISWICK PARK CAMPUS
SALARY: £35,500 - £36,800 PER ANNUM
PLUS EXCELLENT BENEFITS

Richmond American University London is seeking a highly motivated and enthusiastic HR Adviser to join our small HR team to support and deliver proactive and responsive aspects for a full range of operational HR activities.

The HR Adviser will provide HR advice and support to managers and employees, manage all aspects of the employee lifecycle, first line support for employee relations matters, and ensure compliance with UK employment legislation and regulatory requirements.

This is a varied HR generalist role, and a fantastic opportunity for someone who enjoys working with all aspects of HR. You will have previous experience working in a similar role at an HE institution. You will have excellent communication and interpersonal skills and have the ability to work well independently and as part of a team. You will be highly organised and be able to multi-task.

About Richmond American University London

[Richmond American University London](https://www.richmond.ac.uk) is a unique institution, global in outlook and in practice, diverse and cosmopolitan in its culture. A leading private and not-for-profit institution, we are dually accredited in both the United States, by the Middle States Commission on Higher Education, and registered with the Office for Students in the UK. Our students receive both UK and US degrees, bringing together the best of British and American higher education.

Operating in London since 1972, our mission is to educate and inform future generations by providing them with the knowledge and support to think critically, the freedom to challenge assumptions and the skills to work with others. Our distinctive, multi-disciplinary Liberal Arts degree programmes offer a holistic approach to teaching and learning that focuses on developing academic and personal skills to enable our students to make positive contributions through employment, personal development, and public service after graduation.

Following the move to our new state-of-the-art campus in [Chiswick Park](#), West London, we are developing a new strategy that will see the University grow and further diversify its student body, broaden and diversify its academic offer and expand its international partnerships.

Richmond is an equal opportunities employer; a Basic DBS check is required for this position. For further information about the University, please visit: www.richmond.ac.uk

****This vacancy remains open until a successful candidate is appointed.****

To apply for this role, please email your CV and supporting statement, together with details of two recent work-related references to hr@richmond.ac.uk

Please note that while submitted applications will be acknowledged, we are unable to provide individual feedback to applicants.

JOB DESCRIPTION

TITLE: HR ADVISER

REPORTS TO:

The HR Adviser reports to the HR Manager.

SUMMARY:

The HR Adviser supports the HR Manager in all aspects of the operational day-to-day running of the Human Resources Department, ensuring delivery of a professional HR service through the provision of generalist advice across all aspects of HR to colleagues at all levels. Key responsibilities include providing HR advice and guidance, managing all aspects of the employee lifecycle, first line support for employee relations matters, and ensuring compliance with UK employment legislation and regulatory requirements.

MAIN DUTIES:

The HR Adviser's main duties are to:

- work closely with line managers to provide timely and accurate HR advice, guidance and support on a wide range of HR matters, including; recruitment, performance and development, absence, discipline and grievance, employee benefits. At all times ensuring advice provided is in line with current employment legislation and the University's policies and procedures;
- manage all aspects of the employee lifecycle, including recruitment and advertisement, offers and contracts, visa sponsorship duties, pre-employment checks, on-boarding, payroll administration, sickness and maternity leave absences, and leavers. Provide advice to employees and managers as required and ensure accurate HR records are maintained at all times;
- produce and analyse regular and ad-hoc management information reports (e.g. headcount, probation, fixed-term contracts, Home Office status monitoring, Gender Pay Gap reporting, absence and benefits reporting) to identify improvement opportunities and ensure internal and external requirements are met;
- provide support in the day-to-day running of the HR Department including maintaining the HR System (currently Sage, implementation stage of IRIS Cascade) and ensuring all HR data is accurately logged and securely held in line with GDPR;
- maintain mandatory training records for all employees and support any changes in line with legal or University requirements;
- work closely with the HR Manager and Finance to administer US pay and benefits;
- keep up-to-date with employment law and relevant regulations and review and amend HR policies and procedures as necessary;
- assist with preparation of agendas and papers for meetings and take notes or minutes as needed;
- induct, supervise and appraise the work of the HR Student Assistant;
- undertake other duties, such as special projects, research, etc. as assigned by the HR Manager and HR Director;
- adhere to and promote the University's equality and health and safety policies and procedures.

LOCATION:

The HR Adviser is located primarily at the University's Chiswick Campus. Hybrid working is also supported.

SPECIAL NOTE:

A basic level DBS check is required for this position.

GENERAL:

The above responsibilities are subject to change at the discretion of the HR Manager and shall include other responsibilities as the HR Manager may from time to time assign. The HR Manager may also, at their discretion; reassign some of the above responsibilities. The HR Manager will work with the HR Adviser to co-ordinate work and resolve problems and will evaluate the HR Adviser's performance.

PERSON SPECIFICATION:**ESSENTIAL:**

- educated to degree level or equivalent;
- experience of working in a similar role, in UK higher education;
- up-to-date knowledge of all aspects of UK employment law and HR policies, procedures and best practice;
- experience of analysing and using workforce information and benchmarking against sector norms;
- Graduate/Associate membership of the CIPD;
- highly organised with the ability to work under their own initiative;
- confidence and credibility to engage positively with employees and managers at all levels of the organisation;
- evidence of being able to work well independently and as part of a small team;
- experience of managing a complex, fluid workload and prioritising own and team activities to meet deadlines;
- very high standard of accuracy and attention to detail;
- excellent communication skills, both written and spoken, along with strong interpersonal skills;
- excellent MS Office knowledge; and working knowledge of databases and reporting tools;
- a flexible and service-oriented approach to work;
- discretion and intercultural sensitivity;
- positive and can-do attitude.

DESIRABLE:

- an understanding of the US higher education sector;
- experience of working with Sage Snowdrop and/or IRIS Cascade.

DATE REVIEWED:

February 2024