



JOB DESCRIPTION

Role:	HR Advisor	Role Created:	30.11.20
Company:	Aston Barclay	Last Updated:	25.11.24
Department:	HR	Approved:	

Reporting Structure

Reports to:	Head of HR	Direct Reports:	See attached organisation chart
Peer Relationships:	HSEQ Advisor, Sustainability Advisor	Indirect Reports:	N/A

Principal Responsibilities

- Deliver exceptional employee relations advice, guidance & administration.
- Conduct data entry for employee records and maintain HR systems.
- Complete all administration of employee benefits, including renewals.
- Coordinate training sessions and professional development initiatives to enhance employee skills.
- Support recruitment processes and procedures.
- Own labour contract agreements and IR35 Compliance.
- Lead on annual policy and procedure reviews and update on an ad hoc basis in line with legislative changes.
- Lead on monthly HR reporting to the function and wider business.
- Complete HR projects as needed.
- Enforce & promote safety within the workplace.

Key Performance Indicators

- Be a successful member of the HR function, driving team and Company performance.
- High level of data accuracy and compliance with all relevant legislation.
- Effective input on HR projects.
- Positive feedback from stakeholders.

Key Success Factors

- Aid the development and implementation of best in class processes and systems.
- Adopt a continuous improvement approach to the function and the Company.
- Build strong relationships throughout the Company.

Detailed Tasks

- Deliver exceptional employee relations advice, guidance & administration**
- Be the first point of contact for line managers and employees and be involved



in all areas of HR, conducting activities in areas such as employee relations (disciplinary and grievances), absence management, performance management and supporting change initiatives.

- Be knowledgeable on all HR policies & procedures.
- Deliver the highest possible level of advice & guidance to Managers & Employees, with the appropriate level of commerciality.
- Produce accurate, commercially sound & legislatively compliant documentation to support cases.
- Carry out administration for cases as required.
- Remain GDPR compliant consistently.
- Work actively with the operations team to drive people performance to help the Company strive to meet its goals.
- Seek guidance from the wider HR team where required to remain compliant.
- Provide respectful mentoring to less senior members of the HR team.

Conduct data entry for employee records and maintain HR systems.

- Input employee data into the Cascade HR system.
- Update employee records with relevant letters and documentation.
- Act as a main point of contact for both internal and external auditors in relation to the collation of relevant documentation and responding to queries.
- Carry out HR & payroll audits as required and implement any required recommendations or actions.

Complete all administration of employee benefits, including renewals

- Manage the Company Car Scheme.
- Administer wider Company Benefits and manage the annual calendar.
- Gather relevant information for renewals and support any business plan for change, submitting for wider approval.
- Manage the length of service award process.
- Manage the employee of the month scheme including ordering and distribution of rewards.
- Track & record the employee engagement outputs, aiding with reporting.

Coordinate training sessions and professional development initiatives to enhance employee skills.

- Schedule training courses across the group.
- Work with HSEQ to ensure we remain compliant in relation to legislation requirements such as first aid and fire marshal training; booking refreshers where required.
- Send out feedback surveys to review success of the training courses after they have been delivered.
- Ensure training records are accurately maintained.

Support recruitment process and procedures.

- Support onboarding processes for new hires, ensuring a smooth transition into the group.
- Deliver inductions across the group.
- Assist in the recruitment process, including posting job vacancies on various platforms and managing applications in the absence of the Talent Acquisition Specialist.



Own labour contract agreements and IR35 Compliance

- Work to ensure the Company is IR35 compliant ahead of the deadline and ensure compliance is maintained.
- Maintain the preferred supplier list and all contractor agreements, in-line with legal and legislative needs.
- Continuously track and review contractor agreements including terminations and extensions.

Lead on annual policy and procedure reviews and update on an ad hoc basis in line with legislative changes

- Develop, implement and maintain HR policies and procedures in light of any legislative changes, identifying gaps and risks.
- Carry out ad hoc updates in line with legislation/company changes.
- Ensure policies are inclusive and align with the company’s DEI agenda.
- Communicate relevant updates to stakeholders regarding how changes to legal and regulatory requirements will impact internal company practices.

Complete HR projects as needed

- Implement project plans in line with requirements, and work with key stakeholders on the project needs of the Company, delegating specific tasks as needed.
- Ensure that work aligns with the goals and needs of the Company, adapting plans as needed.
- Work in an innovative fashion, striving for constant improvement at all times

Lead on monthly HR reporting to the function and wider business

- Produce the monthly HR MI, including commentary on required analysis.
- Work actively on feedback regarding people performance to help the Company strive to meet its goals.
- Act on the plan for implementing improvements and delegating actions to others as needed.

Enforce & promote safety within the workplace

- Ensure adherence to group HSEQ & Compliance policies and procedures.
- Promote a positive H&S mindset across the group - raising issues as required with the Group HSEQ & Compliance function
- Support the HSEQ team with the roll out of the HSEQ, compliance and wellbeing strategies.

Required Skills and Experience	Required Personal Attributes
<ul style="list-style-type: none"> • A proven track record working in an HR role at advisor level or above. • Minimum CIPD Level 3 qualified, or equivalent experience. • Strong understanding of HR policies and procedures. • Up to date knowledge of UK legislation and statutory requirements. 	<ul style="list-style-type: none"> • Integrity & honesty. • Self-motivated. • Works as one team. • Reliability. • Accuracy & attention to detail. • Organised. • Adaptable.



<ul style="list-style-type: none">• Experience dealing with confidential and sensitive information.• Ability to influence.• Ability to build rapport quickly and communicate effectively.• Able to maintain confidentiality.• Cascade HR system experience preferred but not essential.	
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Sign-off Process	Name	Date
Job Description Approved		
Role Holder		
Direct Line Manager		
Indirect Line Manager		