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**JOB DESCRIPTION: SENIOR HR ADVISOR**

1. **Role**

To support the Senior HR Consultant and Managing Partner in handling everyday HR matters in a professional, and confidential manner in line with DPG’s policy framework.

1. **Key Responsibilities:**

*Recruitment and induction*

* Recruitment: ensuring that a consistent recruitment process (including diversity and inclusion activities) is established and followed.
* Periodically reviewing the recruitment process to ensure it remains effective in attracting high potential candidates that reflect DPG’s values diversity and ethos.
* Help to construct, review and post job roles using a variety of social media and job boards, etc, to attract relevant and diverse candidates.
* Conduct reference checks, consistently, as relevant.
* Draft HR letters, including offers, contracts of employment and other HR documentation as relevant.
* Working with the HR consultant and wider business to ensure that a coordinated and consistently applied induction process is developed and implemented.
* Working with the relevant supervisor to ensure that regular feedback is given; and a formal end of probation review is undertaken.

*Day to day*

* Be the key and confidential contact and ‘sounding board’ for employees in relation to all aspects of Human Resources.  Work closely with the HR Consultant to ensure that issues are addressed in a professional and timely manner.
* Manage short term projects to develop the HR function, together with your professional HR expertise and your project management skills.
* Proactively look at continuously improving all aspects of HR service to employees, to minimise administration and increase the quality of service, including considering the use of technology to automate repetitive tasks.
* Undertake all aspects of HR related administration, in an organised, compliant, and confidential manner.
* Undertaking the administration and analysis, as required, to ensure a fair and consistent approach to promotions and pay increases.
* Assist with producing ‘people related’ statistics and HR reports for example, staff turnover, headcount, attendance/absence etc.
* Represent DPG’s cultural values and help to ensure that these are reflected in the interaction with employees and the work that HR delivers, in partnership with the wider DPG team, across London and Bristol.
* Proactively review employment contracts and policies, to ensure legal compliance and ‘fit for purpose’, and that they align with DPG values.

*Learning and development*

* Work with the supervisors and HR Consultant to develop and implement a consistent approach to a formal training structure, as relevant for newly appointed paralegals and trainee solicitors.
* Support supervisors with the successful management and care of the solicitor apprenticeship scheme.
* Work with the HR Consultant and supervisor to ensure that training contracts are progressing, in line with professional training requirements, and within the training deadline, for example 2 years.
* Support the HR Consultant in proactively identifying any trainees that are struggling to meet the training and experience requirements, in time to help the supervisor provide and support in addressing any issues identified.
* Support the HR Consultant in working with DPG to develop a structured approach to personal and professional career development that ensures that DPG are developing high performing employees at every level.
* Support the HR Consultant in implementing meaningful and consistently applied supervisor led, performance and development discussions which motivates and develops, direct reports.

*Health & wellbeing*

* Work internally with other teams, (for example, the practice team) to promote a positive and healthy company environment that reflects DPG’s strong values.
* Monitor employee wellbeing, and absence.  Confidentially work with HR Consultant and relevant employees, if there are signs an individual needs support, health concerns, below average attendance at work. etc.
* Proactively identify health and well-being trends and solutions to address.
* Work with the Practice Manager to promote safe systems of work, and positive Health and Safety practices.

The job holder will be keen, self-motivated, collegiate, proactive and keen, with a work ethic and high standards that aligns with that of the firm.

1. **What we offer:**

* 25 days annual leave plus bank holidays increasing in increments up to 28 days after 5 years’ service.
* Breathing time of ½ a day per month.
* Generous family friendly policies.
* Flexible working arrangements.
* Cycle to work scheme.
* Autonomy and an opportunity to grow and develop with the role and the firm.
* Working with a team with strong values and the drive to make a positive difference through their work.

1. **To whom responsible:**

You will be responsible to the Staff Partner, Polly Glynn.