

# progeny

<b>Job Title:</b> HR Advisor	<b>Reports to:</b> HR Director
<b>Salary Band:</b> £30k - £35k	<b>Location:</b> Leeds

## Job Purpose

An excellent opportunity for an experienced HR Advisor to join our leading firm and support Progeny as we continue to grow, having recently been ranked 7<sup>th</sup> in the FTAdviser's Top 100 Financial Advisers 2019.

Working within our collaborative and forward-thinking HR team, you will be responsible for developing strong internal relationships with employees, managers and Directors to ensure that HR is influential in the development and achievement of business aims and objectives as we continue to expand.

Based in our Leeds office, this is an exciting opportunity to join a fast-paced HR environment, where development and progression is valued.

## Responsibilities & Accountabilities

Reporting into the HR Director, you will be instrumental in supporting the wider business across a range of duties. Your key responsibilities will include:

- Manage multiple ER cases, including disciplinaries, grievances, and performance
- Work with line managers to provide advice and coaching across broad range of ER and other HR issues
- Play a lead role in delivering HR projects across the business, whilst also supporting the HR Director with the business' wider and more strategic goals
- Develop performance improvement plans for poor performers, monitoring performance reviews and progress
- Be actively involved in the on boarding process for all new starters
- Central point of communication for the HR department, providing support and information to managers and employees on HR policy and best practice
- Provide assistance with objective setting and the appraisal/review process, ensuring that line managers are aware of and fulfil all of their responsibilities effectively
- Maintain all employee files and records (both manual and electronic). Ensure files are always accurate and kept up to date
- Ensure new starter and leaver process is fully complete for all employees
- Review and update all policies in line with current legislation and best practice including handbook
- Produce monthly HR management information reports including headcount, leavers, transfers and terminations and performance issue

*\* This job description is not exhaustive; the job holder will be expected to carry out additional duties as required to meet the ongoing needs of the business*

### **Person Specification**

In order to be successful in your application to this role, it is essential that you have a proven track record in a primarily ER/HR Advisor based role in a multi-site business. Similar industry experience is desirable.

- Commercially astute, results driven and adaptable
- Exceptional organisational skills with the ability to work under pressure
- Evidence of ability to communicate and influence at all levels in a business including at a senior management level
- Flexible to travel

### **Benefits**

- Competitive salary of up to £35k (experience dependant)
- 25 days annual leave in addition to bank holidays
- Additional days holiday for your Birthday
- Group Pension Scheme and Private Health Care Scheme
- Life Assurance Scheme

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