

ATRIUM

HR Business Partner



Purpose of the Role	<p>To support the HR function in a generalist capacity alongside the responsibility for Recruitment and the Employee cycle.</p> <p>To be the subject matter expert in reward and compensation. Developing the reward and compensation strand to contribute to the employee value proposition.</p> <p>To provide HR Business Partner advice and support to managers.</p> <p>To manage the entire recruitment process from attraction through to offers of employment incorporating best practice and D&I aims.</p> <p>To manage the employee cycle, from onboarding new joiners through to conducting the leavers process and exit interviews for leavers.</p>
Reports to	Senior HR Business Partner
Job Details	Permanent full-time position. Atrium offers all permanent employees the chance to work flexibly through our charter for flexible working
Authority Level	No authority to underwrite or settle claims or to agree expenditure or payments.
Key Tasks	<p>Recruitment</p> <p>Mange the entire recruitment process including recruitment agency management; liaise and negotiate with recruitment agencies and manage a PSL. Investigate appropriate job boards/ advertisement to obtain maximum attraction to a wide talent pool.</p> <p>Advise and support managers on the process; provide salary benchmarking information for new roles, advising and monitoring equality, diversity and inclusion to help support Atrium's D&I aims and objectives.</p> <p>Conduct interviews and ensure all recruitment documentation and records are filled out and kept on file. Ensure personal data is deleted as appropriate under GDPR guidelines.</p>

Process offers of employment and paperwork to new joiners and manage the onboarding procedures.

Employee Cycle

Process offers of employment, contract and new joiner documentation. Ensure new joiners are added to all HR systems and all paperwork is saved in the appropriate place.

Manage the onboarding process following the new joiner checklists and support managers in welcoming the new joiner to the team and Atrium.

Manage the leaver's process including conducting and analysing exit interviews.

Working with the Internal Audit team cooperate with the various audits relating to joiners and leavers.

HR Business Partnering

Advise and support managers and employees with advice on employee relations matters, employment law and company policy and procedures.

As appropriate meet with heads/senior managers on team development and HR matters.

Manage the probation processes and any changes to terms and conditions in contracts of employment for staff.

Produce and discuss with function heads/senior line managers on salary benchmarking information in preparation for the annual salary review.

Assist with employee relations matters where required.

Manage existing HR policies and practices. Where appropriate, make recommendations for changes to or the introduction of new HR policy and procedures.

Reward Specialist

Subject matter expert in reward and compensation. Developing the reward and compensation strand to contribute to the employee value proposition.

Assisting with the various remuneration processes.

Recommending reward strategies and initiatives.

Assist the HR Payroll and Benefits Advisor with the enrolment and administration of all employee benefits programmes.

Manage the Holiday system and annual processes.

	<p>Administration</p> <p>Maintain and update organisation structure charts.</p> <p>Manage the HR system ensuring all data and records are completely up to date.</p> <p>Run various monthly reports and other reports that may be requested from time to time.</p> <p>Ensure the Staff Handbook and HR intranet site is up to date.</p> <p>Project support</p> <p>Lead on various projects where appropriate, as well as support the team on projects.</p>
<p>Required Competences</p>	<p>Administration and Organisation Administrative and organisational skills to ensure that deadlines are met and that plans are administered to a high standard in accordance with regulatory and company requirements.</p> <p>Records Ability to organise and maintain accurate and up to date electronic HR records.</p> <p>Confidential Information Ability to manage confidential HR information and to deal discretely with all sensitive HR and related staff matters</p> <p>Employment Benefits Full working knowledge of employee reward, compensation and benefits.</p> <p>Relationship Management Able to develop and maintain good relationships with managers, staff, advisors and service providers.</p> <p>Teamwork Able to work as a part of a team and to be flexible in taking on different team roles required for projects.</p> <p>Compliance Able to operate at all times to the standards and rules of the regulatory bodies (e.g. GDPR) and those set out in the firm's standards documents</p> <p>Personal Development Able to continuously develop professional, technical and personal skills relevant to the role and wider HR function needs and opportunities.</p>

Required Knowledge and Skills	Fully qualified Chartered Institute in Personnel and Development (CIPD) Established HR experience particularly in recruitment, onboarding, reward and leavers Administrative and organisational skills; able to meet strict deadlines Knowledge of HR processes. Working knowledge of employee compensation and benefits IT skills: Word, Excel, Powerpoint, HR Information Systems, Databases Numeracy Accuracy and attention to detail Analytical skills Communication skills
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