

Job Description

Job Title: HR Advisor

Reports to: Director of Compliance

Hours: 37 hours per week, Monday-Friday 9-5pm, Flexible working

Term: £30,000

The organisation

Aurora Nexus provides high quality support to people on the autism spectrum and with learning disabilities, and their families, through a network of services across South London. As we work towards our vision for an inclusive society where every individual on the autism spectrum and with learning disabilities can thrive as part of their local community, the effective communication of our work, achievements and the positive impact it has on the lives of those it supports is of huge importance.

Purpose of the role:

To support the Director of Compliance in maintaining accurate and up to date HR and personnel information for the organisation.

Due to our continued expansion we are looking for an HR Advisor who is passionate about all things HR and have experience in employee relations and HR legislation and regulation.

Key duties and responsibilities:

- Support Directors and Managers with performance and sickness management and employee engagement and highlight areas of concern to management
- Manage employee relations casework including, but not limited to investigations and grievances
- Support managers through the grievance and disciplinary process, including attending disciplinary meetings to ensure these are accurately recorded.
- Provide HR data analytics and reports

- Updating and or issuing HR policies ensuring they are compliant with employment law
- Keep up to date and informed of the latest HR legislation and regulations
- Support the Senior Leadership Team with HR projects and initiatives

This role is the perfect opportunity for someone with a background in HR, who is looking for an opportunity to grow into a more challenging role to develop and build on their skillset.

The successful candidate:

- Should have at least 3 years' experience working in a HR team
- Should be proficient in using HR systems
- Should be discreet and understand the importance of confidentiality
- Should have a keen eye for detail and accuracy
- Should have the ability to work well as part of a team, but also able to work from their own initiative.
- Should have clear communication skills, both written and orally.
- Should have an enthusiastic, can do approach to their work

Benefits:

- Company pension
- Generous annual leave package
- Childcare vouchers
- Sick pay

If you have any questions or would like further information about the role, please contact Mich Jewell, Director of Compliance, on mich.jewell@aurora-nexus.org .

To apply for the role please submit a CV and covering letter that clearly sets out how you will meet the key aspects of the role to Recruitment@aurora-nexus.org.

The closing date for this role is Friday 10th May 2024.

