

HR Consultant Job Description

Overall Role

To provide expert HR consultancy support to clients in the private, public and third sectors.

Location

The post holder will be based at our offices in Holywood although there will be a requirement to travel to client sites, primarily within Northern Ireland.

Reports To

Director

Other functional links to:

HR Consultants, Commercial Director, Office Manager

Key Responsibilities

- To provide expert HR advice and guidance to retained clients on a range of generalist HR and employment law related queries on the telephone, face to face and via email.
- To manage projects and individual pieces of work on behalf of clients such as managing disciplinary & grievance scenarios, bullying and harassment complaints, recruitment campaigns, long term sickness issues, performance management and capability processes, job evaluations and salary benchmarking.
- To carry out HR audits and advise clients on minimum HR compliance.
- To deliver training to clients on HR related topics.
- To actively engage with clients and recognise new opportunities to provide additional HR services as required.
- To undertake other reasonable duties as and when required within the general scope of the job.

Personnel Specification

Essential criteria

- CIPD qualified to graduate level.
- A minimum of 4 years' generalist HR experience providing advice and guidance to a client base on routine HR issues such as discipline and grievance, sickness absence, recruiting to fair employment standards, statutory leave entitlements, managing capability issues etc.

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- A sound knowledge of HR practice and employment law and evidence of keeping both areas up to date.
- The ability to make clear decisions and provide a convincing rationale to clients sometimes in a short space of time.
- The ability to communicate and explain HR issues succinctly both in writing and in person.
- The ability to listen carefully and assess client needs in a pragmatic and sensitive way.
- A flexible approach and ability to adapt to differing client environments.
- Excellent client handling skills including an ability to build relationships quickly.
- Attention to detail and a completer finisher approach.
- An ability to work independently and as part of a team.
- An ability to manage a varied workload and create project plans.
- A driving licence and access to own transport to be able to fulfil the travel requirements of the role.

Desirable criteria

- CIPD qualified to chartered level or above.
- 6 or more years' generalist HR experience providing advice and guidance to a client base on complex HR issues such as discipline and grievance, sickness absence, recruiting to fair employment standards, statutory leave entitlements, managing capability issues etc.
- 2 years' experience of designing as well as delivering HR training on key topics such as recruitment and carrying out discipline and grievance procedures.
- Previous experience of working in an HR consultancy role.
- Experience of carrying out job evaluations.
- Experience of carrying out organisational development interventions.
- Previous experience of working in HR in both the private and the public sectors and an appreciation of the differences between the two environments.
- A coaching, mediation or other relevant HR related qualification.