

### **Human Resources Advisor**

Department: Human Resources  
Location: 50 Featherstone Street, EC1Y 8RT, Central London  
Reports To: Director of Human Resources, EMEA  
Hours: Full Time (37.5hrs)

### **Overall Objective**

- The HR Advisor will play a key role in the UK HR department and assist the Director of Human Resources on all matters relating to Human Resources in the UK office.

### **Key Responsibilities**

#### **Recruitment and Inductions**

- Create and develop innovative recruitment campaigns and design recruitment strategies that are cost effective (i.e. avoid agency fees)
- Advertise roles using social media and other appropriate direct means (e.g. the YouGov website)
- Liaise and manage relationships with recruitment agencies and internal stakeholders
- Collate and screen CVs sending suitable candidates to recruiting managers, arranging interviews as needed
- Assist and where appropriate, lead interviews/ undertake first round interviews and provide feedback for candidate
- Respond to and send off reference requests
- With the HR Coordinator, organise and manage new starter paperwork i.e. contracts. offer letters and start dates
- With the HR Coordinator, organise and manage the YouGov induction process including introductions around the office
- Ensure managers carry out 6 month probation review checks to either confirm the appointment or deal with the appropriate issue
- Co-ordinate work experience students and interns
- Liaise with the HR Coordinator to ensure work stations and IT requirements are ready for new starters

#### **Employee Relations**

- Be the first point of contact for day to day HR queries for the UK office
- Provide an advisory service to employees ensuring that they are fully aware of their rights and entitlements, and ensuring they understand the company policy on matters that arise
- Manage staff relationships, promptly respond to queries and manage expectations
- Ensure Human Resources matters are handled fairly and consistently in line with legal and company requirements
- Support the HR Director with grievance, disciplinary and capability investigations and hearings as required
- Conduct exit interviews as required

#### **Appraisals**

- Manage and coordinate the YouGov appraisal process every 6 months
- Collate annual and mid-term appraisal responses and manage the MI from the CSB (appraisal) system
- Chase up outstanding appraisals

#### **Training**

- Assist the HR Coordinator with the organization of both internal and external training as required.

#### **HR Admin**

- Work closely with HR Director to monitor, review and update all policies in line with current legislation and best practice
- Ensure personnel files and information are kept up to date, both hard and soft copies, in line with data protection legislation
- Update staff job specifications as required

#### **Intranet**

- Work with the HR team to maintain and update the Human Resources pages of the Intranet

- Assist in coordination of Intranet meetings twice a month
- Keep the induction handbook, YouGov org chart and seating plan on the Intranet, up to date

## Employment Law

- Keep up to date with all changes in employment legislation by attending updates and training sessions

## Health & Safety

- Ensure Health and Safety regulations are being met (in co-ordination with other H&S reps in the company)
- Organise training for first aiders and fire wardens and maintain the correct levels for the size of the company
- Ensure risk assessments are carried out where required

## Skills Required/Desired

- Experience of being in a generalist HR role in a SME sized company
- Experience of working in a 'business partnership' relationship
- Excellent administrative and organisation skills
- Excellent IT and communication skills

## Education & qualifications

- Educated up to degree level/HND level
- CIPD qualified / part CIPD qualified
- Good skills in Word, Excel and Powerpoint

## Personal skills & attributes

- Attention to detail
- Good interpersonal skills i.e. self-motivated, results focused, proactive, tactful and discreet
- The ability to organise and prioritise time

*This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.*

*All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.*

## The YouGov Values

We are proud of our values – they shape the behaviours that YouGov feel are important to unite people through a collective belief. We look for people that can demonstrate commitment to these values, and who will join us and engage with us to achieve our mission to find out what people are thinking all over the world, all of the time.

### We are **FEARLESS**

- We are ambitious pioneers in our industry
- We look for better ways of doing things
- We like change and we are constantly in motion

### We love **TECHNOLOGY**

- We are digital natives
- We embrace new technologies and methodologies
- We are ahead of the game and smart with software, tools and expertise

### We are **ACCURATE**

- Accuracy is at the heart of what we do
- We are first, we are precise, we are confident

### We are a **TEAM**

- We are dedicated to our people and work across borders, as one team
- We engage with our panel
- We are committed to and focussed on our clients

**We are ENTREPRENEURIAL**

- We are committed to making profit and having fun
- No idea is too small or challenge too big
- We contest the norm and seek out fresh thinking