

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 assist the Director of Human Resources on all matters relating to Human Resources in the UK hub.

Key Responsibilities

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

Employment Law

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

Recruitment and Inductions

- Create and develop innovative recruitment campaigns
- Liaise and manage relationships with recruitment agencies
- Advertise roles using social media and other appropriate direct means (e.g. the YouGov website)
- Collate and screen CVs sending suitable candidates to recruiting managers
- Arrange interviews as needed
- Assist and where appropriate, lead interviews/ undertake first round interviews
- Provide feedback for candidate
- Send updated recruitment progress sheet to UK MD on a regular basis
- Respond to and send off reference requests
- Organise and manage new starter paperwork i.e. contracts, offer letters and start dates
- 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
- Ensure work stations and IT requirements are ready for new starters

Payroll

- Responsible for entering payroll information every month and ensuring it is correct
- Deal with payroll queries
- Administer pay-slips and P45s
- Responsible for all pensions administration

Training

- Organise, manage and co-ordinate the YOUiversity training sessions
- Ensure delegate lists are being collated and enter this information on company training plan
- Carry out evaluation of training on a regular basis
- Collate training information from appraisals with a view to meet the identified needs

Health & Safety

- Ensure Health and Safety regulations are being met
- 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

Appraisals

- Communicate with the management team to inform them when appraisal are due
- Collate annual and mid-term appraisal responses
- Chase up outstanding appraisals

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 are kept up to date, both hard and soft copies, in line with data protection legislation
- Monitor staff work permits and visas, ensuring all staff are legally employed
- Update staff job specifications as required
- Work with the HR administrator to:
 - maintain the employee database
 - Administer childcare voucher scheme
 - Administer Ride2Work scheme
 - Maintain BUPA membership schemes
 - Monitor holidays, lateness and absence information
 - Process expenses and credit card statements
- Use NetSuite to:
 - Administer purchase orders
 - Supply suppliers with purchase order numbers
 - Liaise with Finance to ensure invoices get paid on time
- Keep induction handbook, YouGov org chart and seating plan up to date

Skills Required/Desired

- Experience of being in a generalist HR role in a SME sized company
- Experience of working with and advising line managers
- Excellent administrative and organisation skills
- Excellent IT and communication skills

Education & qualifications

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

Personal skills & attributes

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

Career progression

- Promotion and progression within the company will be based on merit
- This is an ideal position for those seeking progression into a generalist HR manager role

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.