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| **JOB DESCRIPTION** | |
| **SUMMARY INFORMATION** | |
| **Job Title:** | HR and Recruitment Advisor |
| **Department:** | Human Resources, Head Office |
| **Contract Type:** | Permanent |
| **Job Purpose:** | Delivering professional, timely and sound HR advice, ER casework, guidance and project support across Head Office with employee wellbeing at the centre. To deliver all aspects of recruitment in accordance with best practice and legislation, ensuring candidates and hiring managers receive a positive experience. |
| **Job Band:** | D1 |
| **Reports to:** | Human Resources Manager |
| **Direct Reports:** | None |
| **Other Key Contacts:** | * Area HR teams * Members of staff across the CWGC * External providers and consultants, including Recruitment Agencies and Occupational Health Providers * Applicants for vacancies * New employees |
| **Financial Responsibilities:** | None |
| **Location:** | Head Office with some hybrid working flexibility |
| **Working hours:** | 37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked |
| **Travel:** | Occasional travel may be required |
| **Right to work:** | Must have the right to work in the UK |

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| **BACKGROUND** |

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

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| **KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE** |

**General**

* Responsible for attracting, sourcing and hiring the best possible candidates. Oversees the recruitment process for all vacancies and chooses the most effective selection processes and recruitment strategy, while offering support to hiring managers
* Develops and upholds positive relationships with recruitment agencies and maintains an effective PSL to deliver high quality candidates to the Organisation
* Working with line managers to provide them with advice and support, encouraging a collaborative working relationship and holistic approach to employee relations
* Ensures visa requirements and right to work documentation is adhered to and understood, provides sound advice to hiring managers
* Ensuring the wellbeing of staff, with people being at the forefront of decision making and HR advice to support the People Strategy
* Running own ER cases to deliver satisfactory outcomes, with Values and wellbeing at the heart
* Supports the hiring, promotion and induction process of Guides and Volunteer programmes
* Advises and supports managers in monitoring and managing sickness absence in line with CWGC Absence Policy and procedure
* Regularly runs reports and audits the HRIS system to ensure data is accurate and consistent
* Arranges meetings, events, interviews, appointments and induction schedules efficiently and in good time
* Keeps files and records up to date, following a systematic and logical approach, including accurate e-filing
* Keeps files and records up to date, following a systematic and logical approach, including accurate e-filing, following the agreed format and naming conventions
* Accurately adheres to the CWGC Retention Schedule to ensure documents are retained and archived appropriately, with an awareness of Data Protection principles, especially regarding recruitment practices
* Acts as the face of the CWGC for recruitment and onboarding new starters to ensure a robust and exceptional service is delivered to new starters
* Role models the Values and promotes a positive culture

**Job Functional Knowledge**

* Proactive and productive approach to HR practices and advice
* Delivering high quality recruitment campaigns to successfully fill vacancies in a timely manner
* Managing ER cases through solid note taking and investigation skills

**Business Expertise**

* Awareness of how the duties impact, relate and integrate with others in the HR team as well as the various departments and embeds into the People Strategy

**Leadership**

* No direct supervisory responsibilities

**Problem Solving**

* Ability to solve problems using systems, processes, precedents and decisions based on previous experience and understanding of employment law
* Confident using Excel to analyse and make judgments based on reports and information
* Highly engaged with the details to identify and recommend process improvements throughout all aspects of HR and Recruitment practices

**Nature of Impact**

* Impacts the hiring and onboarding of new staff. Involved with each element of employee relations
* Proactively impacts the administrational management of several systems, including the HRIS and PMS, to ensure the smooth operational

**Area of Impact**

Primarily impacts employees across Head Office

**Interpersonal Skills**

* Effective communication skills to regularly exchange information, some of which may be sensitive and/or confidential
* Develops strong and collaborative working relationships across the CWGC

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| **PERSON SPECIFICATION** |

**Education and Knowledge**

**Essential**

* GCSE’s or equivalent in English and Maths, with a good command of both written and spoken English language
* Excellent knowledge of Microsoft products, in particular Excel to at least an intermediate level
* CIPD Level 5 or equivalent professional qualification

**Experience**

**Essential**

* Working as an advisor within a busy, confidential and employee focused environment, recruitment background would be advantageous
* Effectively utilising online systems and data bases
* Managing casework

**Skills and Abilities**

* Professional, efficient and can maintain high levels of integrity Excellent attention to detail, with high levels of accuracy
* Proactive planning and organisational skills to manage own workload
* A team player with a flexible approach and willing to help others where needed
* Highly discrete and confidential
* An alignment and adherence to the CWGC’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
* Health and Safety responsibility for self and others

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.*

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**Signatures**

Name of Job Holder: Signature: Date:

Name of Line Manager: Signature: Date: