

Post Title:	Location Base:	Reporting To:
HR Advisor	Office based at Bournemouth International Centre, some travel to other BH Live sites.	Head of HR Operations

Summary of role

Working as part of a small HR team, you will provide HR advice, support and guidance across our venues and sites covering Bournemouth, Southampton, Portsmouth and Croydon.

Key responsibilities

- Provide HR advice, support and guidance to our managers, using up to date UK employment law and legislation.
- Have accountability for allocated employee relations cases including attendance, performance, disciplinary and grievance.
- Assess risks and options within employee relations cases, sharing your findings with the manager.
- Attend and provide HR support at formal meetings.
- Support the administration processes within the employee lifecycle such as processing new starters, changes and leavers using the HR system.
- Monitor recruitment clearances and onboarding paperwork using an Applicant Tracking System.
- Mentoring and coaching operational managers to upskill people management ability.
- Build strong working relationships with BH Live colleagues and managers.
- Providing analysis, information and reports based upon HR data.
- Attend outreach and careers events to promote BH Live as an employer.
- Support the Head of HR to deliver projects as and when required.
- Keep up to date with relevant employment legislation and HR best practice.
- Support the Head of HR in delivering the outcomes of the HR People Plan.
- Work closely with the Learning and Development team to identify performance gaps and training interventions required.
- Support organisational change including re-structures, TUPE transfers and wider organisational projects.

Skills and experience

Details	Criteria
Experience of working in an HR environment	Essential
Knowledge of UK employment law and legislation	Essential
Organised with good attention to detail	Essential
IT literate with a good understanding of Microsoft packages including Teams	Essential
Previous experience of using HR software systems (HRIS/ATS)	Desirable
Work well as part of a team	Essential

Excellent interpersonal skills and the ability to build strong working relationships	Essential
Strong written and verbal communication skills	Essential
Commercial awareness in decision making	Desirable
Good analytical and critical thinking skills and able to find solutions	Essential
A passion for delivering great customer service	Essential
Qualifications	
An HR or business administration related qualification is desirable but not essential	

Roles and responsibilities will evolve and change over time.