

Job Title	Senior HR Officer (Advisor)
Reporting to	Head of HR
Salary	GBP 40,000 per annum
Location	Hybrid working / British Asian Trust Office, White City, London
Key accountabilities	
<p>Job purpose The Human Resources Advisor role is a generalist role within our HR team supporting operations primarily in the UK, Pakistan and Bangladesh. Based in our London office, this position will support a growing organisation and be the point of contact for HR processes. This position will provide support across the employee life cycle and HR services and new initiatives.</p> <p>Main responsibilities</p> <p>Hire and Onboarding</p> <ul style="list-style-type: none"> • End-to-end recruitment (advertising, screening, interviews, hiring support) and on-boarding administration, including contracts, pre-employment checks, and inbox management. • First-line support to hiring managers, advising on recruitment and standard HR processes • Support recruitment processes, including drafting job descriptions and facilitating interviews. • Complete Right to Work Checks on or before employee start date for all new hires • Obtain Regulatory References for new hires where applicable and respond to requests for Regulatory References for former employees • Onboarding new hires to ensure a “best in class” experience • Facilitate a seamless enrolment process for payroll using HR platforms • Conduct New Hire Orientation sessions <p>Systems and Processes</p> <ul style="list-style-type: none"> • Provide expertise on Firm’s HR processes, policies, and programs and ensure compliance with employment laws and organisational policies • Maintain accurate HR systems and employee records • Process Improvement: identify inefficiencies and suggest improvements that simplify workflows and enhance the employee experience • Systems: maintain HR and ATS data as needed. Perform regular audit checks on data quality. Take part in new systems implementation projects. • Administration and payroll: work on monthly payroll input activities, administration forms, contracts/offers production, visas processes, GDPR requests. • Own HR inboxes, Provide the Head of HR with support in countries where there are no local teams • Coordinate offboarding processes to enhance employee experience <p>Employee Relations</p> <ul style="list-style-type: none"> • Support Employee Relations Cases: Escalate employee concerns and assist as needed with employee relations issues including investigations, disciplinary and grievance processes, and absence management, ensuring cases are handled fairly, consistently, and in line with policy. • Conduct periodic check-in meetings with employees throughout their employment 	

Managing Performance and Supporting Employee Development

- Support and coach managers on performance-related concerns, support the design and delivery of effective performance improvement plans.
- Support performance management cycles (objectives, reviews, development actions)
- Build Manager Capability by delivering engaging individual or group learning sessions on core people topics such as managing absence, providing feedback, and driving performance.

Other

- Support HR projects and process improvements.
- Drive Change and Organisational Development activities: Collaborate with colleagues across the HR team to support and deliver change management initiatives, organisational design programmes, and consultations across various business areas.
- Support salary reviews and compensation processes
- Preparing HR reports and supporting management with people data. Maintain accurate HR records and prepare HR reports to support decision-making.
- Contribute to fostering a positive and inclusive workplace culture.

Key relationships

Internal

- COO
- Chief of Staff
- HR Manager (India)
- Finance Team

External

- HR services suppliers
- Payroll and Pension providers
- Recruitment Platforms and Agencies
- Legal advisors

Job-related knowledge, skills and experience

ESSENTIAL

- Relevant and appropriate experience in a HR generalist role
- Excellent understanding of employment law and its impact on the employee lifecycle
- Strong literacy, numeracy and IT skills including MS Office and strong excel and PowerPoint skills
- Experience using recruitment tools (e.g. LinkedIn Recruiter)
- Excellent organisational skills and attention to detail with the ability to prioritise workload and deliver to tight timescales
- Able to work across multiple functions, disciplines and geographies and possess strong collaboration and communication skills.
- Work calmly under pressure, with confidentiality and discretion
- Able to work autonomously and make timely and considered decisions, but knows when to escalate

DESIRABLE

- Experience using AI in delivering a HR service
- Experience developing and delivering HR and OD strategies and plans
- Experience of working in the development sector
- Experience with analysing and reporting on HR data and using it to guide decision making
- Able to demonstrate initiative, be proactive and offer a solution-oriented approach