

JOB DESCRIPTION

SENIOR HR ADVISOR



Job title	Senior HR Advisor
Reporting to	Head of HR
Job location	Hybrid – Ipswich/Homebased
Employment status	Permanent, Full-Time (37.5 hours per week)

CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require a Senior HR Advisor to support the HR function in achieving the company's strategy which is underpinned by our inclusive culture and strong core values. In your role, you will be operationally minded, build strong relationships with our leadership community to coach them, deliver and provide excellent Employee Relations, lead on the implementation of our policies, procedures, always ensuring best practice. You'll lead and report on attendance and performance issues concerns, identifying trends and appropriate measures to ensure that we can support individuals as required get the best from our employees and maintain a positive and supportive work culture.

You will need to be fully CIPD qualified (level 5 or higher) with a minimum of three years' experience in a similar role. As an HR professional you will be a team player with excellent written and non-verbal communication skills using absolute discretion when dealing with confidential information. You will have the ability to manage and prioritise tasks received from multiple sources.

This role is based in our Ipswich office, with a balance of hybrid working.

DUTIES AND RESPONSIBILITIES

- Responsible for all employee relations queries and procedures (including capability, investigations, disciplinary and grievances processes)
- Provide coaching and general support to the leadership community ensuring the right approach is taken when managing their respective teams
- Provide data-driven people solutions ensuring fairness and consistency across the board
- Develop, update and implement effective policies and procedures in line with changing legislations
- Monitor and report on key HR metrics such as turnover, retention and attendance rates, proactively raising issues with the relevant stakeholders to resolve them
- Manage the company's Talent Management process, ensuring compliance with the various steps and monitor personal development outcomes
- Lead on administrative processes such as drafting new joiner paperwork (offer letters and employment contracts) and support the team deliver excellent onboarding experience to our new joiners and the administration of our company benefits

- Manage HR platforms and employee files to improve day-to-day operations of the function
- Build and maintain excellent stakeholder relationships, responding to any queries or problems that they have and manage their expectations
- Support the Head of HR with the review of current HR practices, researching and recommending new and improved processes including performance evaluation methods (e.g. Personal Development Plans, employee appraisal systems)
- Driving the business performance in relation to the organisation's objectives through the management of engagement surveys, analysing employee feedback to implement improvements
- Support the Head of HR with all people-related projects such as overseeing our inclusion initiatives
- Present HR updates at company events
- Other tasks as required depending on business needs

Career progression

- Management > Senior Management

SKILLS AND EXPERIENCE

Education and experience:

- Fully qualified CIPD Level 5 or higher
- Minimum of 3 years' experience as a Senior HR Advisor or equivalent
- Extensive knowledge of UK employment laws and best practice
- Great understanding of operational HR
- Excellent analytical and excel skills
- Excellent emotional intelligence and ability to exercise discretion at all times

Personal:

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills

Experience

- Ideally from a professional service-related environment

Required skills:

- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability whilst staying calm in high pressure scenarios

- Able to demonstrate empathy whilst remaining objective
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and manage multiple active priorities
- Excellent written, verbal and non-verbal communication skills
- Commercial attitude to when balancing employee relations and business needs

COMPENSATION & BENEFITS

- £38,000.00 - £40,000.00 per annum, depending on experience.
- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and Electric Vehicle schemes
- Holiday Buy Scheme
- Working Abroad Scheme
- Group Death In Service
- Company Maternity and Paternity Pay
- Personal development

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com

ABOUT US

The DPO Centre group is a multi-national data protection compliance consultancy formed in the UK in 2017.

We have provided outsourced Data Protection Officers (DPOs), privacy consultancy services, and GDPR Representatives to over 850 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

Further details on The DPO Centre and our global team can be found at www.dpocentre.com.

OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

'To inspire and develop one remarkable team that delivers the extraordinary'

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on [our team](#) page.

WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic and varied role within a structured team of like-minded and motivated professionals.

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

HOW TO APPLY

Submit your interest by completing the application process via the link provided.

For any queries, please contact us at recruitment@dpocentre.com

Click [here](#) to view our Recruitment Candidate Privacy Notice.