JOB DESCRIPTION
SENIOR HR ADVISOR (MATERNITY COVER)

Job title	Senior HR Advisor (Maternity Cover)
Reporting to	Head of HR
Job location	Hybrid – Ipswich/Home based (2 days in office)
Employment status	18 Month Fixed Term Contract, Full Time (37.5hours per week)

CANDIDATE PROFILE

We are seeking an experienced Senior HR Advisor to join our HR team on an 18-month fixed-term contract for maternity cover. This role will support the Head of HR in delivering the company's strategy, underpinned by our inclusive culture and strong core values.

This is a highly operational role requiring a proactive mindset and the ability to provide robust, commercially aligned, high-quality people relations advice. You will ensure policy compliance, deliver excellent service to employees at all levels of the business, and take full ownership of end-to-end HR operational activities.

You will be responsible for implementing and maintaining all HR processes, advising managers on people relations matters, and acting as a trusted point of contact for employee queries. The role covers the full HR lifecycle, including HR systems, payroll changes, benefits administration, engagement initiatives, wellbeing programmes, and coordinating a comprehensive onboarding experience for new joiners.

As a service-based business, we seek proactive, motivated, and enthusiastic team players who are commercially savvy and passionate about their work. The right candidate will align with our core values and contribute positively to our culture.

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

DUTIES AND RESPONSIBILITIES

- Take ownership of all HR operational activities, ensuring compliance with company policies and procedures
- Provide practical and commercially sound people relations support to line managers when dealing with performance issues, sickness absence or other people matters
- Build and maintain strong stakeholder relationships, managing expectations and resolving queries effectively
- Ensure HR policies and procedures are aligned with employment legislation and best practice
- Monitor, analyse, and report on key HR metrics including headcount, turnover, retention, and attendance, proactively escalating risks or concerns
- Manage competency framework processes, implement procedural improvements, monitor personal development outcomes, and identify learning and development needs
- Oversee training and professional membership processes
- Manage and administer the company mentorship programme
- Administer company benefits programmes, including renewals, and maintain strong relationships with benefit providers
- Manage HR platforms (including HiBob), ensuring data accuracy, process integrity, and timely stakeholder updates (e.g. payroll changes)
- Maintain accurate employee records in line with GDPR requirements
- Support the Head of HR in reviewing and improving HR practices, including performance management and appraisal frameworks
- Manage employee engagement surveys, analyse results, and recommend and implement action plans
- Support people-related projects, including inclusion and wellbeing initiatives
- Draft, review, and maintain HR documentation, including onboarding materials, policies, and standard operating procedures (SOP)
- Act as the first point of contact for HR operational queries (policies, payroll, benefits, and processes)
- Oversee and coordinate monthly payroll changes
- Lead on ad hoc HR projects from inception to delivery, ensuring deadlines are met

SKILLS AND EXPERIENCE

Education and experience

- CIPD qualified (Level 7) or working towards
- Minimum of 3 years' experience in a similar HR operational role
- Degree in law, HR or business-related field (desirable)
- Experience using HiBob or similar HRIS
- Experience managing complex ER cases
- Experienced in planning, implementing and overseeing business change initiatives
- Background in a professional, service-based environment (desirable)
- Strong working knowledge of UK employment law and HR best practice
- Proven operational HR experience
- Strong analytical skills with advanced Microsoft Office Suite proficiency
- High emotional intelligence and ability to exercise discretion

Personal

- Enthusiastic, resilient team player with a proactive "can-do" attitude
- Confident, well-organised, and highly motivated
- Pro-active and improvement driven
- Willingness to learn, develop, and contribute positively to the HR team
- Commercially aware, balancing employee experience with business needs

Required skills

- Ability to maintain strict confidentiality and build trust
- Calm and adaptable under pressure
- Empathetic, objective, and balanced decision-maker
- Highly organised with strong attention to detail
- Able to manage multiple priorities and deadlines effectively
- Excellent written and verbal communication skills
- Skilled in non-verbal communication and stakeholder engagement
- Strong IT capability across Microsoft Office, including SharePoint

Advantageous skills

- Knowledge of European or Canadian employment law

COMPENSATION & BENEFITS

We offer highly competitive salaries that reflect your skills and experience. In addition, we provide a range of fantastic benefits, including those listed below. Details of the full range of benefits will be provided separately.

- Professional Membership and Training Funds
- Holiday Buy/Sell Scheme
- Wellbeing Resources
- Working Abroad Scheme
- Remote/Hybrid Working
- Maternity and Paternity Leave & Pay
- Electric Vehicle Scheme
- Bank Holiday Swap Scheme

ABOUT US

The DPO Centre group, operating as part of Axiom GRC, 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 1000 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.

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

See our Candidate Recruitment Privacy Policy for full details of our data collection for vacancy applications.

RECRUITMENT CANDIDATE PRIVACY NOTICE

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