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**HR Advisor**

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| **Job grade** | **London Level 4** | **Reports to** | **HR Manager** |
| **Directorate** | **People** | **Function** | **People Partnering** |
| **Contract**  | **Permanent**  | **Location** | **Two days per week in office (hybrid role)** |

**Responsibility for resources**

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| **Direct line reports** | **0** | **Responsibility for other resources** | **Confidentiality of staff data** |
| **Financial resources** | **0** |

**Our vision and purpose**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

As a people professional, the post holder will work collaboratively across the people partnering team to provide a full employee relations advisory service across ZSL. This is a broad generalist role encompassing day-to-day HR advice and casework with opportunity for policy and project work as required.

**Key responsibilities**

* Lead on employee relations cases including, investigations, disciplinaries, grievances and absence management
* Advise managers on performance related queries and support them in the development of performance improvement plans where needed
* Contribute to strengthening the Equity, Diversity and Inclusion (EDI) agenda by being intentionally curious with current thought-leadership, social and ethical movements, legislation, and policy within the EDI people space
* Support the HR Manager on policy development and implementation, including consulting with Staff Groups, Networks and Trade Unions
* Working collaboratively across the HR team on any change management or organisation design programmes or consultations taking place in business areas
* Develop internal capacity across ZSL by supporting managers through group or individual learning sessions on topics such as performance management, giving feedback, and managing absence.
* Grow a supportive culture of confidence and empowerment in the HR team by providing feedback and mentorship to the HR administrators and aiming to minimise the required authorisation or approvals for HR admin
* The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |
| Essential | * Proven experience in supporting or leading a wide range of employee relations cases, with the ability to advise and guide managers to make decisions within policy frameworks and UK employment legislation
* Experience in writing policy revisions and procedure updates for managers and employees
* Working with senior stakeholders/line managers to make effective decisions
* Good experience of working to improve case management oversight
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| Desirable  | * Experience of working in HR within charity/INGO sector, higher education contexts (universities), or research institutions
* Experience proactive mentoring and coaching would be an advantage.
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| Knowledge and skills |
| Essential | * An understanding of current UK employment law and recent case law outcomes.
* Able to demonstrate strong business acumen, ensuring that HR policy or development activity addresses the business needs, providing consistent advice to senior line managers and other HR staff
* Knowledge and understanding of diversity issues, with proven insight into supporting staff with diverse backgrounds, demonstrating cultural sensitivity and commitment to equal opportunities
* A commitment to the delivery of high-quality service and the ability to develop and maintain good working relationships
* Excellent interpersonal and communication skills – both oral and written
* Highly organised with the ability to manage competing priorities, work under pressure and meet deadlines whilst maintaining close attention to detail
* The ability to act diplomatically, professionally and with discretion, maintaining confidentiality always.
* Good IT skills using Microsoft Office – Word, Excel, PowerPoint, and Outlook
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| Desirable | * Problem-solving skills and the ability to innovate and introduce improvements in all aspects of the role
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| Additional requirements |
| Essential | * This position will be based at either London or Whipsnade Zoo, with two days in the office expected each week
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
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