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**HR Advisor**

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| **Job grade** | **Level 4** **(Professional Level 2)** | **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.
* 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 |

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| 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 |

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| 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 |

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| 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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