

Services Brief for a consultant HR Advisor

Introduction

We are looking to appoint a consultant HR Advisor to support the Chief Executive and board on employment matters. We had previously contracted with a retained and remote HR advisory service and we're now looking to work with a consultant HR Advisor with a more personable approach and through a task-based way of working.

Scope and intended ways of working

We're looking to appoint a consultant HR Advisor who can support us on:

- Incorporating employment legislation and updates into our policies in a timely way
- Providing independent best practice advice in relation to policies, alongside maintaining and continually developing a supportive and inclusive organisational culture
- Advising on training, learning and development to best support us as a team and individually
- Providing independent advice and support on a task/case basis as matters arise

As a small organisation, we envisage the consultant HR Advisor would be comfortable working with us in an agile, personable, practical way, in line with our values. Our team handles day to day HR administrative tasks and matters, including recruitment, so we are looking for support on legislative and policy matters, casework, and best practice. We envisage work will be commissioned both proactively and reactively depending on the needs of the business. Following your appointment, your main point of contact will be the Chief Executive but you may work directly with members of the board or team on particular tasks.

We are open to an arrangement which allows us to balance being proactive, as well as being flexible and responsive to matters arising. We are open to a bank of hours arrangement or small retainer, or we can work on a daily or hourly rate. We envisage the first 6-12 months helping us to hone the best set-up.

Consultant specification

We're looking for the following skills and experience, or equivalent:

- CIPD qualification level 5
- Experience as a people policies and HR advisor and/or working for comparable sized organisations
- Commitment to, and evidence of, keeping abreast of legislation, best practise and standards in the workplace
- Experience in, or commitment to, promoting inclusive workplace practices, including neuro-inclusion and mental health support
- Empathetic and clear communicator verbally and in writing
- Proactive and detail orientated
- Collaborative and pragmatic

- Commitment to work in-line with our values and in the context of our vision and mission (see below)
- We're committed to support local businesses and the local economy, and a strong connection to Kingston or SW London is advantageous
- The successful consultant will be expected to hold valid Professional Indemnity Insurance and Public Liability Insurance.

Application Process

For a short informal chat about the role, please email Kirsten Henly, Chief Executive, kirsten.henly@kingstonfirst.co.uk.

To apply, please email Kirsten by 9am on Tuesday 8th September with:

- a CV (up to 3 sides)
- An introductory letter, or equivalent, describing your suitability of the role which brings to life your approach to working in a HR role (up to 2 sides)
- An outline of your fee structure

We will then shortlist candidates for a follow-up conversation to find out more about your approach with the aim of appointing by the end of September.

Our Vision, Mission and Values

Vision

Kingston will be a vibrant town where everyone has an amazing experience.

Mission

By leading, supporting and working with our members, partners and community, we will create a town where our members can thrive and where people want to be.

Values and behaviours

Creative;

- We have an open environment to share ideas and we believe everyone is able to come up with ideas and take them forward
- We look at best practice from elsewhere and see how we can make it our own
- We see mistakes as learning opportunities
- We experiment, we explore and we are agile
- We don't put limits on our thinking

Caring;

- We listen to everyone and respect their views
- We ask for help when we need it and give help when it's needed
- We are inclusive
- We trust each other
- We act with empathy

Making a difference;

- We take responsibility for the impact we deliver
- We evaluate and learn
- We use insight and evidence to identify what will have most impact
- We are not afraid to challenge and be brave in our ideas and thinking
- We are clear about what we want to achieve

Passionate;

- We believe in what we do
- We believe we can
- We see the bigger picture
- We do our best
- We know when to say no

Pride;

- We care when things go wrong
- We champion our work and celebrate achievements
- We are flexible but strive to deliver our best