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| Job Title | HR Advisor |
| Job Overview | <p>Rock Management Services Ltd (Rock MS) is a management service provider that is looking for a new HR Advisor to join the busy and growing team. The role of the HR Advisor will be to provide HR support internally and to the customers of our business, which are mostly law firms. Our biggest customer has nearly 200 staff members.</p> <p>This position is a newly created position due to the continued growth of both Rock MS, and its clients. The successful candidate will take a lead on the day-to-day HR support of all employees, with the support and guidance of the HR Director.</p> <p>The successful candidate should be willing to travel to the Reading office on a hybrid basis.</p> |
| Roles and Responsibilities | <ul style="list-style-type: none"> • Provide high-quality professional advice and support to managers and staff on all HR-related matters. • Guiding, advising and supporting managers through the employee lifecycle, including absence management, disciplinaries, grievances and performance management processes. Managing initial stages of all employment relation processes. Ensuring the Firm's policy and procedures are followed throughout and in line with UK employment law and best practice. • Stay informed about changes in employment law and assisting with development of internal working practices, policies, procedures, and templates. • Manage and monitor the probationary process with Managers, ensuring reviews take place in a timely manner and follow up on any agreed actions. • Manage the staff appraisal administrative process, chasing managers, scheduling, recording outcomes, following up with action points. • Assist with reviewing and reporting HR data • Assist the team with recruitment activities and onboarding of new starters as required. • Reporting payroll changes and assisting with the payroll administration where appropriate. • Assist with the implementation of change across the organisation; • Assist with company improvement project work; • Other adhoc administrative duties as directly by HR Director • Any other duties as requested by any member of the management team |
| Person Specification | <ul style="list-style-type: none"> • Previous experience working within an HR role; • Working towards or willing to work towards obtaining a qualification with the CIPD (Chartered Institute of Personal and Development) to level 5 or above; |



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MANAGEMENT SERVICES

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| | <ul style="list-style-type: none">• Excellent knowledge of UK employment law and how an HR function operates;• The ability to work accurately, with excellent attention to detail• Strong administration and organisational skills;• Familiarity with business software such as Microsoft Office packages;• A high level of confidentiality;• Excellent interpersonal skills;• Strong communication skills, both written and verbal;• The flexibility to adapt to the changing needs of the organisation;• To enjoy working with people;• Tact and diplomacy;• The ability to work as part of a team and also independently; |
| Salary | £28k - £32k (Dependent on experience) |
| Working hours | Full time, 9:00am to 5pm, with one hour for lunch Monday - Friday. Flexible working options available |
| Job type | Permanent - Hybrid working connected to either the Reading or Oxford office |
| Closing date | We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date. |
| Why work for Rock MS? | <p>We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer:</p> <ul style="list-style-type: none">• The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays);• Additional paid day off on your birthday.• Ability to purchase a further 5 days of holiday each year.• Discretionary additional holiday days given at Christmas (up to a maximum of 2 days)• Flexible working schemes available to all employees.• Private medical health care with the option to add optical and dental care.• Discounted gym memberships.• Fresh fruit baskets in each office on a weekly basis.• Cycle to work scheme.• Unlimited access to online based training.• Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks. |



How to apply?

If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line.