



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

HR Advisor

Reference number

1555

Office

Human Resources Office

Grade

HL5

Starting Salary

£27,244

Term

This post is offered as a level transfer or Temporary Promotion (TP) until May 2023 with the possibility of extension and/or permanency.

Scope of the job

Background

The House of Lords Administration employs around 680 staff, providing the administrative and logistical support for the House of Lords to work as an effective second chamber of Parliament. The Human Resources Office (currently 25 staff) provides a full HR service for all employees of the Administration.

Main objective

The main objective of the role is to support the Head of HR Operations to provide expert HR operational advice and support to line managers and staff of the House of Lords.

The successful candidate will play a central role in the HR Operations team to ensure it effectively carries out core HR tasks to support the House of Lords Administration.

Key internal and external relationships

- All colleagues of the HR Office
- Staff of the House at all levels
- Members of the public
- Occupational Health and Wellbeing Service
- Trade Union representatives
- External partner organisations
- HR colleagues from the House of Commons and the Parliamentary Digital Service

Main responsibilities

Line management and budgetary responsibilities

The post will manage one HR Administrator. There are no budgetary responsibilities.

Other responsibilities of the post

- Delivery of a first line HR advisory service to line managers and staff of the House of Lords, to include the following areas (ensuring that best practice is complied with at all times):
 - HR terms and conditions
 - Recruitment and selection
 - Contracts of employment and secondments
 - New starters and probation monitoring
 - Pay and allowances
 - Absence management casework and monitoring
 - Leaver processes including exit interviews
- Work closely with line managers across the Administration to ensure compliance with the Staff Handbook and all HR employment law obligations (including acting as the HR representative at a variety of meetings)
- Prepare letters, contracts etc
- Effectively use our e-recruitment system to support a proactive and responsive recruitment service for hiring managers
- Assist with the development and implementation of Human Resources policies and procedures
- Ensure HR information and monthly pay changes is recorded on the HR database (ResourceLink) and that it is accurate and up to date
- Work within records management guidance for the HR Office in line with House-wide policies and procedures
- Involvement in supporting ad hoc HR related projects

Person specification

The qualifications required for the post are:

The successful candidate will be working towards, or will have completed, or willing to study towards a CIPD qualification.

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Competencies

- **Delivering at Pace** - Experience of working in a busy, professional, customer focussed HR team to deliver high quality HR Advisory Service.
- **Delivering Customer Service** - Experience of providing proactive and accurate advice and guidance to managers on a variety of HR policies and procedures, to a high standard including running and advising on good practice in recruitment.
- **Communication Skills** - Ability to communicate effectively, both

orally and in writing.

- **Collaboration and Teamwork** - Effective team working skills, with an ability to share best practice and to show flexibility towards covering the work of the HR Operations team, Business Partners and supporting the wider HR Office.
- **Prioritisation and Problem Solving** - Ability to prioritise own workload, often to tight deadlines whilst using initiative to solve problems.
- **Building Working Relationships** - Excellent interpersonal skills and the ability to build and maintain good working relationships with a broad range of people at all levels within the House of Lords Offices, the House of Commons, PDS and members of the public.
- **Tact and Discretion** - Excellent judgment and ability to use tact and discretion at all times.

Desirable:

- **Knowledge and experience of MS and HR Databases** - Experience of using HR IT systems including Content Management and ATS e-recruitment systems.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL5 (£27,244 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £31,738. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of six months.

Term and hours

The post is fixed term until May 2023 with possibility of extension and/or permanency and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working
- Job-share
- Compressed hours
- Home working (1-2 days a week)

If you are selected for interview, please inform the panel of the days/hours you are available to work.

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

We particularly welcome applications from groups which are currently underrepresented within the team, including applicants who identify as Black, Asian and Minority Ethnic (BAME) and disabled candidates.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting.

Please see the National Security Vetting booklet for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad.

Applicants who have been unemployed or self-employed for over six months in the last three years whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on Wednesday 5 May 2021.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Please ensure you discuss your application with your Head of Office and your line manager before you submit your application.

Telephone enquiries

If you wish to find out more information about this post, please contact Abi Odujinrin on 020 7219 6675.