



Job Advert HR Advisor

Vacancy Reference No: 4

Job Purpose:

Supporting the HR Manager, the HR Advisor will provide a professional HR advisory service to employees and management within SWFC. Work with Payroll, ensuring employees are paid accurately on time, Pension and Benefits administered correctly, Management Information up to date and fit for purpose. Actively participate in the recruitment and retention of employees, administering in house systems for the recording and monitoring of sickness and holidays.

Principal Accountabilities:

- Creation and maintaining Document Management
- Support the HR Manager with HR projects
- Exit interviews
- Track probationary periods
- Prepare offer letters
- Prepare employment contracts
- Employee Inductions
- Maintaining the HR Management Information (MI)
- Assist in the recruitment process, JD's, internal ads, shortlisting and interview packs
- Liaison with external agencies to source candidates.
- Process reference requests for new starters and ex-employees

Candidate Requirements:

Essential:

- CIPD Qualified or working towards CIPD qualification
- 5 GCSE's A-C
- Degree

Desirable:

- Masters - not essential but desirable

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: 16th March 2018