



THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

**HR Specialist/Adviser**

**The Honourable Society of the Middle Temple – City of London**

**1 Year FTC initially - £30-35k plus excellent benefits**

*The Inn*

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library and other training. The HR function supports and advises all of the Inn's staff as well as the Council of the Inns of Court (COIC), approximately 130 employees and workers in total.

*The role*

We are looking for an HR Specialist/Adviser to support the Head of HR in a number of key projects, as well as providing a full range of services including recruitment, performance management, training and guidance to both senior managers and staff.

*Requirements*

The successful candidate will have:

- A degree, ideally in a Humanities related subject
- CIPD qualification, at least part 1 or equivalent education, skills and experience
- Experience in handling employee relations cases
- Experience in dealing with recruitment campaigns
- Experience of dealing with change management projects and programmes
- Experience in dealing with people at all levels of the business
- Excellent interpersonal, written and verbal communication skills with the ability to influence, persuade and convince.

*How to apply*

If you wish to apply please send your CV and a covering letter explaining why you would like the job to Lisa O'Daly, Head of HR at [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk). The closing date for applications is **Wednesday 25 February 2015**. Please note that you must be available to interview on either Monday, 2 March 2015 or Tuesday, 3 March 2015.

Middle Temple is an Equal Opportunities employer.



## **JOB DESCRIPTION**

<b>Job Title:</b>	HR Specialist/Adviser
<b>Department:</b>	Treasury
<b>Reporting to:</b>	Head of HR
<b>Location:</b>	The Honourable Society of the Middle Temple
<b>Job Purpose:</b>	To fully support the Head of HR in delivering the Inn's strategic objectives with the provision of professional advice and services across the full range of HR work including change management, recruitment, L&D, and OD.
<b>Tenure:</b>	1 year fixed term contract with a view to becoming permanent
<b>Hours of work:</b>	Full time office hours (37.5 per week)

## **Main Duties**

- Acting as part of the face of HR, collaborating with managers and directors across the business to solve problems and manage issues effectively and compliantly.
- Support the Head of HR in the implementation of key projects and organisational objectives which include (but are not limited to)
  - Reward and pay framework
  - Workforce planning and organisational restructures
  - Management training
- Support, coach and develop line managers and staff in dealing with HR issues such as employee relations issues such as disciplinaries, grievances, absences and performance issues ensuring they are handled consistently and fairly.
- Support and develop effective recruitment campaigns from start to finish.
- Build solid relationships with stakeholders at all levels to ensure business objectives can be met.
- Assist the Head of HR in managing important bi-annual cycles are completed such as performance reviews, salary reviews, training plans are submitted, recorded and actioned.
- Input into the improvement of the current suite of HR policies at the Inn, making updates and changes as and when appropriate.
- Responsible for the design and delivery on key HR training topics for managers and staff.
- Reviewing and updating contracts of employment or any other legal documents as and when required.
- Provide analysis and management information and produce action plans to drive organisational performance. Responsible for oversight and delivery of those action plans.

**Person Specification: HR Specialist/Adviser**

<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<p>First degree, ideally in a Humanities related subject.</p> <p>CIPD qualified (a minimum of part 1) <i>or</i> equivalent education, skills and experience.</p> <p>Experience of employee relations and a range of employment law issues.</p> <p>Experience of dealing with people at a very senior level.</p> <p>Experience of supporting organisational change programmes and reorganisations.</p> <p>Practical experience of employment law with the ability to provide commercial advice and guidance to managers.</p>	<p>Knowledge of an Inn of Court, what it does and its functions.</p> <p>Legal training, ideally employment law.</p> <p>Experience of working with both private and not for profit organisations</p> <p>Experience of working in a membership organisation.</p> <p>Experience of dealing with restructures from beginning to completion.</p>
<b>Skills</b>	<p>Flexible approach to work and the ability to work with fluid deadlines and meet the demands of the job.</p> <p>Excellent communication skills, both written and verbal. Ability to communicate effectively to all staff.</p> <p>Ability to influence, negotiate and persuade.</p> <p>Ability to troubleshoot problems quickly and efficiently as well as foresee potential issues and plan/mitigate accordingly.</p> <p>Proficient in the use of MS office and HR systems.</p>	<p>Experience with Cascade HR would be useful</p>
<b>Personal Qualities</b>	<p>Strong working relationships developed at all levels within the organisation and with external suppliers.</p> <p>Passion to deliver an effective, efficient, and excellent HR service.</p> <p>Positive, proactive and pragmatic approach.</p> <p>Confident, articulate, highly professional and well presented.</p>	

**Important**

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

**I have read and agreed this job description:**

NAME (PRINT): .....

SIGNATURE: .....

LINE MANAGER (PRINT): .....

LINE MANAGER SIGNATURE: .....