



## **Senior HR Adviser**

LifeArc is at an exciting point in its evolution. We have a new CEO and an updated vision. We are planning to increase our work as a charity to advance medical research so it can benefit patients.

We are pioneering new ways to turn great science into greater patient impact and do so by bringing together a network of partners to tackle specific diseases and by directly funding academic and early stage research.

This is an exciting role working in a small HR team where you will have the ability to utilise and develop your HR skills. You'll work across a full range of employee Lifecycle activity and be experienced in handling a wide variety of HR processes including recruitment. You will provide front line support for recruitment administration as well as providing general support to the Business Partner,

### ***The Role***

The individual will partner with the HR team, line managers and employees to advise and implement employment lifecycle strategies. Your day to day activities will include:

- Managing recruitment administration as well as conducting interviews with the business to ensure candidates are suitable for LifeArc in the short and long term
- Building a strong understanding of LifeArc policies and procedures to ensure managers and employees understand them and lead on various scenarios including sickness, maternity, flexible working and day to day operational queries.
- Ensure HR systems are maintained and produce statistics on all HR related matters and assist with the collation and analysis of management information, including KPIs
- Participate in HR team projects and take the lead on small scale projects
- Provide concise, well-constructed and informative verbal and written reports using data and analytics
- As this is a small HR team, in addition to supporting the HRBPs you will also provide support for the HR Administrator to manage the workflow for new starters and leavers or other activities, when necessary.

This role is primarily based at our London office and there will be a requirement to travel to our Stevenage and Edinburgh offices, when necessary.

### ***The ideal candidate***

You'll be an excellent relationship builder with experience of supporting managers and employees whilst working collaboratively with HR colleagues. You will also have the following skills:

- CIPD qualification
- Previous experience of recruitment, including recruitment administration, interviewing and providing HR guidance
- Experience of advising line managers and employees on policy and procedures
- Up to date employment legislation knowledge
- Be flexible and confident with HR systems and supporting others to utilise them
- Demonstrated ability to act as a self-starter

- Ability to interpret data and articulate relevant conclusions/ recommendations
- A "can do" positive attitude and proven ability to juggle and prioritise workloads

Your salary will be determined by qualifications and experience. In addition, LifeArc offers a defined contribution pension scheme, private health insurance, a flexible benefits scheme and 31 days paid holiday per year.

LifeArc is committed to the principles and practices of equal opportunities in employment and encouraging the establishment of a diverse workforce. This includes creating a culture that fully reflects its commitment to equal opportunities for all.

It is LifeArc's policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion or belief.

To apply please email your CV and covering letter explaining why you want to work for LifeArc to: [recruitment@lifearc.org](mailto:recruitment@lifearc.org) or by post to Recruitment, LifeArc, Accelerator Building, Open Innovation Campus, Stevenage, SG1 2FX (electronic applications preferred).

**Closing date: 22 March 2019**