**Job Title: Human Resources Advisor**

**Location: Nottingham City Centre, Lace Market**

**Reports to: Human Resources Manager**

**Hours: 25 hours per week, Monday to Friday (flexible days / times)**

**Salary: £26 - £35k pro-rata (dependant on experience)**

**About DHP Family**

DHP Family is one of the UK’s leading companies in the entertainment sector, with our main activities being Concert promotion, running clubs, operating venues and managing artists. Established in Nottingham more than 30 years ago, and now operating successfully nationwide we believe our mixture of big company capability and small company ethics makes us unique.

**Job Purpose**

DHP Family is currently looking for a part-time Human Resources Adviser to support the HR Manager. You will be responsible for the day to day running of the HR department and providing an effective advisory and administration service to management and staff.

**Key Responsibilities**

* Take lead on all recruitment activities including advertising, liaising with recruitment agencies, shortlisting, arranging interviews and attend interviews where required.
* Provide administrative support for employee life cycle processes, including new starters, legal right to work checks, leavers and contract changes.
* Act as the first point of contact for all general HR related queries; providing pragmatic HR advice and support on policies and practices, with the aim to raise performance and minimise company risk.
* Provide comprehensive, professional HR advice and support, in relation to disciplinary issues, conduct and capability, grievance matters, change management and a range of employment and employee related matters ranging from low to high risk levels.
* Provide coaching, advice and guidance to managers, to develop our manager capability and upskilling in Employee Relation topics.
* Work closely with the HR Manager and support on ad-hoc projects, with the possibility to lead and manage your own projects in time.
* Payroll duties as appropriate.
* Participate in training and developing managers in HR areas.
* Attend meetings to develop effective relationships with key stakeholders.
* Visit sites as and when required (Nottingham, Bristol & London).

**Required Skills and Knowledge**

* CIPD level 5 (or equivalent)
* You will have gained your experience by previously working within a HR Advisory role
* Experience of working in the retail/leisure/hospitality sector would be advantageous
* You will have experience advising in all areas such as employee relations, disciplinary, grievance, performance, absence, redundancy etc.
* You are able to effectively plan and prioritise your workload, ensuring an efficient HR service to the business.
* MS office knowledge
* Attention to detail

**Joining the Family**

As a Company, we are implementing a long-term flexible attitude to working. We feel it's important to have a balance therefore you will be expected to work from our Nottingham City Centre Head office as well as from home.

DHP Family is a committed Equal Opportunities employer promoting equality of opportunity. This means that everyone who either applies to or works for the Organization is treated equally, and we welcome applications from candidates no matter their gender, age, ethnic origin, nationality, marital status, disability, sexual orientation, or religious beliefs.

What we offer:

* A fantastic office space to work within the Lace Market of Nottingham
* 20 days holiday plus Christmas closure where the holiday is not required (24 in total)
* Flexible working policy
* Free guest list places to gigs within our venues
* Cycle to work and childcare voucher scheme
* Seasonal work events/parties, which are funded by the company

**How to Apply**

We value applications, however due to the volume of response we are currently receiving, we are only able to contact candidates whose skills and experience closely match the requirements of our clients.

Please forward your CV with a cover letter to [careers@dhpfamily.com](mailto:careers@dhpfamily.com) and we look forward to receiving your application.