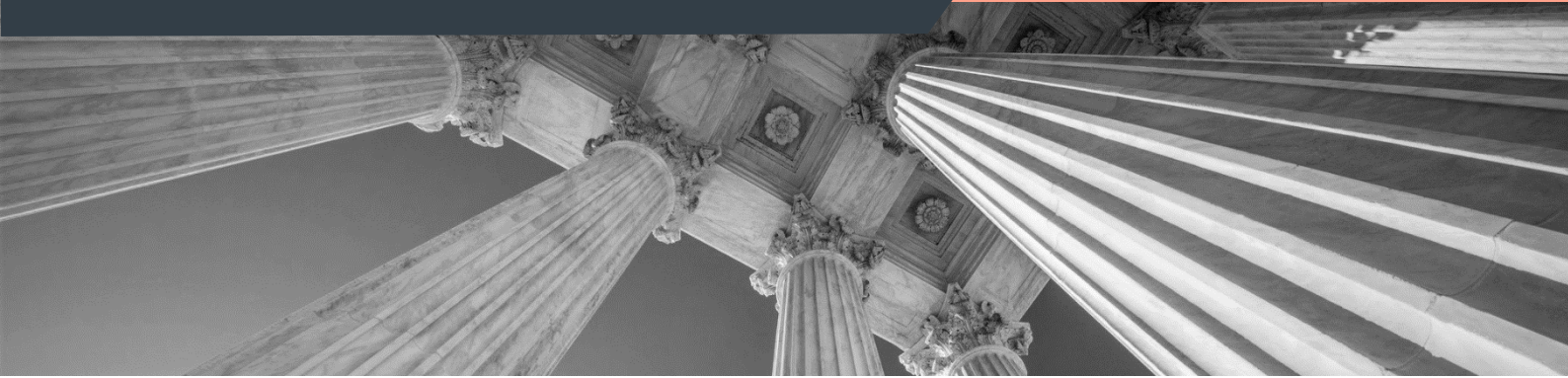

**OPERATIONS & HR SENIOR ADVISOR
12 MONTH FIXED TERM CONTRACT**



Role and reporting

As a Operations & HR Senior Advisor you will be reporting to the Operations & HR Director.

Purpose of the role

This role is critical for the smooth operation of the firm. The individual should be highly organised, able to multi-task, professional and enjoy working in a busy and dynamic environment. Communication skills are key. As a service centre, you will work with all lawyers across the board, including the most senior people within the firm.

Working for a small team, means you will get exposed to a wide range of challenges and responsibilities (there never is a boring day!), including administrative tasks. Although there are inevitably occasions on which we work late, we try hard to achieve a work-life balance and Hausfeld operated an agile working policy long before the pandemic. We genuinely believe in what we are trying to achieve as a firm. This makes Hausfeld a refreshing place to work.

The firm

Hausfeld is an award-winning law firm bringing a visionary approach to resolving disputes in competition, commercial, tech, environmental, consumer and human rights law. We have offices across the US and Europe. We pioneered legal actions for damages in Europe and innovate by pushing further. We bring high profile cases which redefine the legal landscape. Since 2015, we have grown a commercial and financial services practice which has enjoyed an extremely high rate of success in the last five years. Our antitrust team has won many awards for the claims they brought, and so has our environmental team for their climate change cases.

For more information, visit hausfeld.com.

Diversity

We are a gender diverse firm with over 47% female lawyers and 35% female partners and have an excellent track record of promoting women worldwide. This compares favourably to worldwide industry averages. In addition, 54% of the Global Management Group is made up of women, including three female managing partners. Hausfeld won 'DEI Outstanding Firm' at the Chambers Europe Awards 2024.

Responsibilities

HR Responsibilities

- Responsible for preparing monthly payroll reports
- Primary contact for all HR benefits
- Assist with the benefit renewals on an annual basis
- Maintain accurate data across all firm HR systems
- Coordinate mid-year and annual appraisal process for all professional staff and fee earner reviews with Operations & HR Coordinator. Including working with the finance team to upload financial data.
- Coordinate the SQE application process
- Present reports on a quarterly basis from HR systems including turnover stats, sickness stats, cost of recruiting
- Assist with the management of parental leaves (maternity/paternity/shared parental leave), return to work planning, KIT days
- Primary point for general HR queries, ensuring that policies and procedures are appropriately and fairly applied
- Assist with immigration related matters including visa applications, track of current visas and arrange for renewals
- Where appropriate, assist the HR Director with performance issues, investigations for disciplinary and grievance processes in London
- Prepare HR documentation when required alongside the Operations & HR Assistant.
- Maintain accurate data across all firm HR and Operating systems (e.g. iManage, Intranet and PeopleHR)
- Oversee the firm's onboarding process for all new starters and leavers, including pre-employment security checks, IT set up, arrange all new joiner paperwork, new joiner checklist, new joiner lunch and right to work checks.
- Oversee the firm's off boarding process for all leavers
- Assist with the annual salary review processes and bonuses
- Assist with planning and implementing wellbeing initiatives
- Provide active support to the Firm's diversity and inclusion initiatives
- Ad hoc project work, as required e.g. benchmarking, research, change management projects

Recruitment

- Ad hoc projects as directed by Operations and HR Director
- Assist with coordinating interviews when needed

Operations / Ad hoc

- Oversee daily operations. Identify and resolve issues that adversely impact on the efficient running of the business
- Participate in any ad hoc projects
- Assist and coordinate any firm / HR events
- Support the operations team with any office fit outs, moves
- Liaise with building management when appropriate
- Monitor Health and Safety requirements

Essential attributes

Candidates must have:

- Have a thorough understanding of HR law
- CIPD qualification
- Clear written and verbal communication skills (both written and oral)
- Strong administration and organisational skills: ability to multi-task and on time
- Excellent attention to detail
- Team player, with a 'can do', positive and reliable attitude
- Dedication to delivering excellent client service
- Ability to demonstrate discretion and confidentiality at all times
- Proficiency with technology
- Ability to remain calm under pressure
- Professional in both appearance and conduct
- Proactive, adaptable and flexible in approach to working

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