



## Job Vacancy Information Pack

### Post: HR Advisor

**Job Reference: EX626(please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 475 animals across more than 60 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **Human Resources at Yorkshire Wildlife Park**

The HR team at Yorkshire Wildlife Park provide a complete strategic and transactional HR service to the group. The team are exposed to a wide variety of generalist work reflective of the dynamic nature of our workforce. We welcome applicants who will thrive working in a fast paced, commercial environment and who will embrace continuous and often rapid change.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of UK Residency, and two satisfactory references.

### **How to Apply**



All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

**Email:** [recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

***And if email is unavailable***

**Post:** HR Department, Yorkshire Wildlife Park, Brockholes Lane, Branton, Doncaster, DN3 3NH

## **Application Form**

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

**Job title:** HR Advisor

**Reporting to:** HR Team Leader

**Department:** Human Resources

### Primary Responsibilities

To support the HR Team Leader to deliver key operational outputs and L&D strategy.

### Key Work Objectives

- Lead and manage complex employee relations casework from end to end.
- Support and coach the management team to effectively manage employee relations casework and performance matters.
- Assist the HR Team Leader to coach, mentor and support a team of HR Assistants.
- Co-ordinate a variety of recruitment activities including assessment centres and induction programmes.
- Provision of expert advice to the management team on internal policies, employment legislation, case law and best practice.
- Assist with development and delivery of the YWP Academy.
- Oversee the statistical analysis of departmental and organisational KPI's.
- Assist the HR Team Leader to effectively deliver change management processes.
- Audit and update policies in line with statutory and organisational requirements.
- Oversee the onboarding and leaving processes for employees, recommending and implementing improvements as appropriate.
- Lead and manage ad hoc HR projects as directed by the HR Team Leader.
- Support the HR Team Leader to create and implement employee engagement initiatives.
- Oversee and co-ordinate administrative processes as required.

### General

- Maintain high levels of professionalism, service and personal appearance.
- Assist other departments in their duties as and when required as directed by the HR Team Leader.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.



## Job Specification

<b>Job Title:</b>	HR Advisor
<b>Reporting to:</b>	HR Team Leader
<b>Working Hours:</b>	Basic of 40 hours per week normally scheduled over 5 days. To include weekend and bank holiday work as required.
<b>Salary:</b>	Competitive
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)
<b>Purpose of role:</b>	Support the HR Team Leader to provide an operational HR service to the business and develop learning initiatives.

### **Main Duties & Responsibilities:**

- Manage on complex employee relations casework from end to end, including provision of coaching to the management team.
- Assist the HR Team Leader to develop and deliver the YWP Academy.
- Assist with the co-ordination of a variety of recruitment activities, including assessment centres and induction programmes.
- Assist the HR Team Leader to effectively deliver change management processes.

### **Candidate:**

- Enthusiastic self-starter with a drive for professional development.
- Confident delivering training content and presentations to audiences of all sizes.
- Excellent interpersonal skills.
- Proactive, self-motivated and able to demonstrate initiative.
- Broad spectrum HR generalist background with a strong interest in L&D.
- Must be qualified to a minimum of Level 3 CIPD (or equivalent).
- Prior experience working in a generalist HR role.
- Must be flexible and able to support the organisation on busy operational days including bank holidays and occasional weekends.

**Start Date:** As soon as possible

**Closing date for applications:** Tuesday 6 May 2025



## Person Specification

**JOB TITLE: HR ADVISOR**

Assessment Criteria	Essential (E)  Desirable (D)
<b>Experience</b>	
Working in a generalist HR role	E
Leading assigned HR projects	E
Production, reporting and reviewing of management information	D
Regularly providing advice on internal policies, codes of practice, employment legislation and case law	E
Confident delivery of presentations and training content to audiences of all sizes	D
Managing and leading the full end to end process of complex disciplinary and grievance casework	E
Co-ordination and delivery of a broad spectrum of recruitment processes, including assessment centres	D
Development of training content in line with L&D strategy	D
Working in a generalist HR role within an SME	D
Working in a fast paced, multi-faceted environment	D
Creating and updating HR policy	D
Delivering change management processes	E
<b>Skills/ Abilities</b>	
Impeccable attention to detail	E
Competent user of Microsoft Office, particularly Excel, Word and PowerPoint	E
Excellent interpersonal skills	E
Ability to thrive within a fast paced, dynamic and constantly changing environment	E
Ability to work under pressure and flexibly to meet a varied, wide-ranging workload	E
<b>Knowledge</b>	
Up to date knowledge of employment legislation and relevant case law	E
Training techniques and delivery methods	E
Data protection principles	D
Sound commercial awareness	E
Statutory procedures, ACAS and CIPD guidance	E
<b>Qualifications</b>	
CIPD Level 5 Associate Diploma/ Apprenticeship in HR Management	E