

JOIN OUR TEAM AS AN

HR CONSULTANT



Candidate Information Pack

Helping values-driven organisations be even better employers.

ATKINSON
HR consulting





HELLO



Thank you for your interest in joining our team at Atkinson HR Consulting as an HR Consultant. We're grateful that you're keen to share your experience, knowledge and skills to develop our organisation and we really welcome your application.

This is an exciting and important time for us. We're a small but growing business and have ambitious plans for the future. We've made big strides in 5-years. We won the prestigious award for [Best HR / L&D Consultancy in the national CIPD People Management Awards](#) and recently became the Strategic HR Partner for 19,000 UK charities as part of the NCVO (National Council for Voluntary Organisations) [trusted supplier scheme](#). Therefore, we're looking for committed people to help us continue on our journey of growth.

In the role of HR Consultant you will deliver products and services that help our clients improve their people management, performance and leadership. This can range from creating a new people strategy or managing HR projects to reviewing an HR function's performance. It can involve writing reports for clients, investigating complaints and/or facilitating training.

We think this is a great role for someone that is passionate about working in, and with, values-based organisations. It will also provide opportunities for you to test your HR skills and experience working with a wide range of clients on different projects.

The successful candidate will need to be able to build relationships with senior colleagues in client organisations, operate at a strategic level whilst being highly organised and able to manage a challenging and diverse workload.

This pack gives some background information about the business, the benefits of the role, outlines our expectations and provides information about how to apply. We hope you are as excited about this opportunity as we are, and we look forward to receiving your application.



Laura Atkinson
Director of Operations
& Communications



Graham Atkinson
Managing Director



ABOUT US

WHY WE EXIST

We're here to help values-driven organisations be even better employers.

OUR VISION FOR THE FUTURE

We will be a recognisable consultancy business with an outstanding reputation across the voluntary and education sectors. We will be known for the quality of our work and will be seen as standing out from many other consultancies because we go to extra lengths to ensure our clients benefit and get amazing value from our work.

OUR VALUES

Honesty. We always act with integrity and are up front with clients about organisational challenges and opportunities. We don't shy away from courageous conversations and deliver feedback with kindness.

Excellence. We strive to deliver outstanding quality in our work and consistently exceed clients' expectations. We are evidence driven and use data and insight to inform our work, along with tried and tested quality benchmarks that ensure we are delivering in line with best practice.

Innovation. We continually challenge ourselves to improve, develop and learn. We believe in tailored solutions for clients and are always seeking new, interesting and bold ways to achieve impact.

Inclusion. We believe in taking an individualised approach to people management and the importance of creating environments where people can thrive and bring their authentic selves to work.

Empowerment. We are passionate about creating long-term, sustainable outcomes in partnership with our clients. We coach and build capacity with our people and clients to embed the right learning, skills and capability to drive future success.



OUR IMPACT

We're really proud of the impact that we have had (and will continue to have) working collaboratively with our clients. Here are a couple of examples:

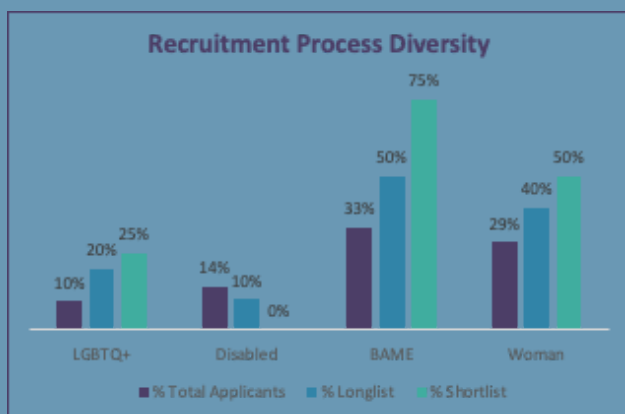
Recruiting a new CEO for Hackney CVS

THE BRIEF >>>

Hackney CVS is at the heart of providing answers to Hackney's problems and tackles inequality and drives social change. A new CEO was needed to continue the success of the previous role holder and to build trust among the community whilst also driving fundraising and partnerships.

THE RESULT >>>

An outstanding candidate was recruited from a high-quality shortlist. 33% of applicants were people of colour and the longlist and shortlist reflected the diversity of total applicants throughout. Key community stakeholders were involved in the process and we received positive feedback on our approach both from the Board and candidates.



Scouts Investing in People

THE BRIEF >>>

We were engaged to work with the Scouts in 2019. They had been through significant change and had gaps in their HR function including an initial Head of People vacancy. They were due a reassessment for Investors in People and were looking for support to ensure a positive result.

THE RESULT >>>

We worked collaboratively with the team and managers to undertake a diagnostic and develop a project plan. We put in place new frameworks around performance management and development, L&D and induction. The organisation achieved IIP Gold standard in their subsequent assessment and we've since partnered on other key projects including leadership 360s and a reviewing of recruitment and candidate attraction.

“

The Scouts asked Atkinson HR Consulting to join us at difficult time when we needed additional senior support in our People function, especially to help us prepare for our IIP assessment. They were able to very quickly identify the issues that needed addressing, create a plan of action and then get on and deliver.

”



Vicky Greig
Head of People at the Scouts



OUR SERVICES

We have a wide range of products and services that are popular with our clients and add value to their work:

- Strategic HR retainer - providing ongoing, proactive HR support to clients to help them develop, over time, a best practice approach to people management and culture.
- HR consultancy support for key HR projects i.e. reviewing recruitment, pay and reward, induction or performance development.
- Interim leadership services at CEO or HR Director level.
- People management / culture diagnostics and developing new people strategies.
- Senior leader recruitment – providing affordable support by partnering with clients to deliver a high-profile, inclusive and robust process.
- Facilitating 360 reviews, coaching and action learning sets for leaders.
- Providing leadership and team development sessions, including the use of the **Lumina Spark** psychometric tool.
- Undertaking highly complex and sensitive investigations and casework for clients.
- Supporting clients by partnering with them to deliver organisational change including restructuring and redundancies.
- Reviewing and developing policies and procedures.
- Training for line managers in areas like recruitment and selection, managing and developing performance etc.
- Conducting effective investigations training.
- Toolkit for Charity Trustees to help them evaluate and develop CEO performance.









Our amazing clients include:





WHY JOIN US

We think there's lots of great reasons why should be interested in applying for this role, but here's our top 8 to start with...

-  We work with over 100 amazing clients, including a range of charities and universities. These include organisations like the Scouts, Breast Cancer UK, University of Gibraltar and Shakespeare's Globe. Our work genuinely helps these fantastic organisations have an even bigger impact.
-  The role is home-based and highly flexible. We welcome interest from people that are looking for flexible working arrangements. Most client work can be carried out remotely, but with an expectation to visit clients on average 4-6 days per month.
-  We are ethical, values-driven and passionate about diversity and inclusion. We believe that our progressive values should underpin all of our work.
-  We're building an excellent reputation and credibility within the sectors that we work. We're a trusted supplier for NCVO members and have a consistently high demand for our services.
-  You'll have lots of autonomy in your work and the ability to plan and deliver your work in ways that work for you.
-  We're a small (but growing) team of 7 employees and 6 associates. That means we have a friendly, fun and welcoming culture. It also means you get to join our incredibly talented and dedicated team on our exciting growth journey and help shape the future of the business.
-  There are lots of opportunities for development and growth. You can focus on areas of work that play to your strengths, but also develop confidence and your skills in the full variety and breadth of HR activities.
-  It's an opportunity to venture into the world of consulting in a safe, supportive way without having the risk of financial uncertainty or having to 'go out on your own'.

Watch this video
about Atkinson HR
Consulting to find
out more about
what we do.





WORKING WITH US

Inclusion and Diversity

We are committed to championing inclusion and diversity, both through the work we do with our clients and within our team. We are proud of our values and are genuinely committed to supporting the sectors we work in to be better at representing the unique and diverse communities they serve. If you share our values and are equally passionate about excellent people management, you'll fit right in.

Flexible Working and Location

All of our roles are predominantly home-based. As a remote team currently made up of several working parents, we recognise how important it is for our colleagues to be able to find healthy balance and maintain positive wellbeing. We really care about our team members being able to thrive both at work and at home, and so welcome suggestions and requests for flexible working, including flexible start and finish times, part-time working, job shares and condensed hours. We strive to meet up as a team once per month to enable us to connect and build our culture.

Guaranteed Interview Scheme

We recognise that some candidates from marginalised backgrounds will have faced additional barriers throughout their careers and when applying for new roles. We are committed to taking positive action to expand the diversity of our small team, by offering guaranteed interviews for people of colour and disabled candidates.

If you meet the minimum criteria for a role (at least 80% of the criteria in the 'About You' section) and identify as disabled or a person of colour, you'll be guaranteed an interview.

It is important to note that this scheme guarantees an interview for applicants from these groups who meet the minimum criteria and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic(s).

“ We commissioned Atkinson HR Consulting for two projects - leading our pay framework review and a management effectiveness review. It has been a pleasure to work with the team. They bring credibility as experienced HR professionals and a calm and considerate approach to helping us ask and answer the difficult questions. This was especially helpful in engaging the whole team. ”

Bill Freeman - Chief Executive
Community Transport Association, March 2019

Having the Atkinson HR Consulting team on board during a significant period of change in our company was life saving. We felt well supported and listened to, and we would not hesitate working with them in the future.

Charisse Fallaria - HR & Operations Manager
European Leadership Network, March 2022

ABOUT THE ROLE

Job Title	HR Consultant
Location	Home-based with occasional travel across the UK for delivery of client-facing work. Most of our work is now carried out remotely (since the pandemic). You can expect to be carrying out 4- to 6-days of 'in-person' delivery each month, as well as attending monthly in-person team meetings.
Working Hours	37.5 hours per week to be worked flexibly - we welcome suggestions of flexible and/or part-time working.
Salary	£44,000 to £48,000 p/a OTE (structure set out under 'Reward and Benefits'). This includes a basic salary of £36,000 to £40,000 p/a, and bonuses based on individual and collective performance.
Reports to	Lead Consultant

Job Purpose

To deliver outstanding consultancy services that consistently add value to the business and our clients. You will help develop work, projects and relationships that ensure Atkinson HR Consulting is seen as a quality service provider and grows in the future.

Accountabilities

The key accountabilities of the role are:

- High-quality consultancy and project work for our clients, which consistently gets great feedback.
- An active portfolio of work, delivering at least 12-days billable work per month for clients.
- Excellent relationships with our clients and a high-level of trust.
- A strong network and contacts so that our brand develops and our client-base grows.
- Actively contributing to the business by supporting marketing, communications and our wider product / service development.



ABOUT THE ROLE

Responsibilities and Duties



We don't expect you to be able to deliver or meet every part of the role description immediately. We support team members to build their breadth of knowledge and ability to work in different HR areas.

Client Facing Work (70%)

Take the lead and/or provide support on HR consultancy projects as agreed with the Lead Consultant, which could include:

- Stakeholder consultations with client organisations including meetings, focus groups etc.;
- Research on/for clients including reading documents, policies and identifying best practice from other relevant organisations;
- Analysing data and evidence in order to identify solutions and opportunities in relation to client issues or problems;
- Writing up reports that present clear analysis and recommendations;
- Presenting findings / reports to client organisations, including senior managers and board members.

Undertake HR project work as part of our service to clients, including (for example) the following types of work:

- Supporting recruitment and selection - including developing recruitment packs, advertising schedules and acting as a point of contact for candidates on recruitment projects;
- Designing induction programmes and materials;
- Advising clients on employee relations issues, casework and basic employment law matters;
- Developing and implementing wellbeing programmes;
- Developing pay and reward structures for clients;
- Reviewing and rewriting policy documents to ensure they are compliant and in line with good practice;
- Designing and implementing performance management systems and processes.

Provide learning and development opportunities for clients, including:

- Delivering 1-2-1 coaching programmes;
- Designing and developing training and development materials;
- Facilitating workshops and training programmes;
- Evaluating training and development to ensure maximum value and impact;
- Facilitating action learning sets.

Identify and advise clients on further areas and opportunities for development, providing proposals and up-selling products to clients as required.

Business Development (15%)

Develop ideas and business cases for new products and services to be offered to clients.

Support the development and growth of some products or services as agreed.

Provide interesting content for our comms channels i.e. social media updates, blogs for the website etc.

Support sales for products and services through for example by undertaking client visits and pitches.

Actively build / manage your networks to grow interest and ongoing engagement with Atkinson HR Consulting.

Help undertake research that builds our insight about the markets that we operate within.

Business Administration (10%)

Using key business processes and systems as agreed:

- Recording and tracking work undertaken so that we understand what (and when) work is undertaken;
- Customer Relationship Management (CRM);
- Effective business / work evaluation ensuring we can assess and evaluate ongoing performance;
- Travel, accommodation and expenses.

Liaise with the Office and HR Coordinator to ensure key documentation is in place for all client work, including proposals, contracts, invoices.

Personal Development (5%)

Build and maintain current knowledge in relation to organisational development, HR management and business administration.

Take advantage of opportunities to actively develop in the role including training, shadowing and coaching in relation to consultancy and client-facing work.

Build relationships and establish leads with prospective clients within the intended market sectors.

Area of Work	Time %
Client Facing / Billable Work	70%
Business Development	15%
Business Administration	10%
Personal Development	5%

ABOUT YOU

Experience and Qualifications

Supporting the development of strategic HR within an organisation, for example as an HR Business Partner, Advisor or equivalent.

Building and maintaining a range of stakeholder relationships, including engaging senior colleagues.

CIPD Qualified, or willing to work towards CIPD qualification with our support.

Knowledge, Skills & Abilities

Ability to apply strategic thinking and appreciation of how effective HR practices can improve an organisation's performance.

A strong understanding of trends and best practice in HR and people management.

Ability to write high-quality written reports to summarise research and projects and to support recommendations.

Capable of scoping, managing, and implementing HR projects.

Able to develop others, using effective coaching and people-management skills, and designing, delivering and evaluating training and resources.

Able to use Microsoft 365 apps confidently to manage projects, collaborate with others, produce documents and record/analyse data.

Values & Behaviours

A demonstrable commitment to our organisation's values.

A strong commitment to championing equality, diversity and inclusion.

A flexible and positive working attitude, and comfortable collaborating with and working effectively as part of a remote team.

Impostor Syndrome

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from minority backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



REWARD & BENEFITS

Total Expected Earnings	<p>£44,000 to £48,000 p/a</p> <ul style="list-style-type: none">• The total salary figure includes a basic salary plus an individual and collective bonus which are paid quarterly.• The individual bonus is based on your billable client work and not sales-related targets. It is calculated based on 15% of billable revenue from your work minus your cost of employment (salary, pension, NI).• The collective bonus is calculated based on a 'basket' of business KPIs (revenue, productivity, brand awareness). You will receive a quarterly bonus based on the business meeting these KPIs.• Based on 12-13 days billable work per month on average, you would expect to receive a basic annual salary of £36-40k, an individual bonus of c.£6k and a collective bonus of £2k.
Basic Salary	<p>£36,000 to £40,000 p/a</p>
Expenses	<p>Mobile phone provided, monthly homeworking allowance, mileage and allowances paid in line with HMRC guidance.</p>
Benefits	<ul style="list-style-type: none">• Unlimited holidays.• 5% employer pension contributions.• We strongly believe in developing our people – you'll have access to a wide range of L&D opportunities.• We're committed to supporting flexible working and are happy to have conversations about how the role can be adapted to meet personal circumstances i.e. part-time, condensed or flexible hours etc.



“I worked with Atkinson HR in 2020 when Exeter Guild needed to hire a new CEO. Atkinson HR assisted us throughout the process. I could not have asked for a better team. I felt completely in control, and supported, every step of the way. Alongside this, the range and diversity of candidates they brought in was phenomenal and we appointed an incredible new CEO.”

Sunday Blake - President 2020 / 2021, University of Exeter Students' Guild



INTERESTED?

The closing date for this recruitment campaign is Wednesday 31st August

Application Timeline

- Optional information / Q&A session for interested candidates: Wednesday 17th August at 1pm
- Closing date for campaign: Wednesday 31st August (12noon)
- Initial interviews (remote): w/c 6th September
- Final stage interviews: w/c 13th September

We have the potential opportunity to recruit 2-3 Consultants through this campaign, so feel free to submit your application early and/or contact us to discuss the role. If you'd like to attend our open Q&A session to meet the team and discuss the role please [click here to book your place](#). We may contact applicants before the close of the campaign to discuss the role and hold initial interviews. However, we will not end the process early and are committed to carefully considering all applications submitted before the deadline. Please submit your application via our online application form.

[Click here to apply](#)

You will need to provide an up-to-date copy of your CV, and answer the following questions related to the person specification for the role:

1. Why do you want to work for Atkinson HR Consulting - how do your values align with ours?
2. Tell us about your experience supporting the development of strategic HR within an organisation, for example as an HR Business Partner, Advisor or equivalent.
3. Please can you tell us about a strategic HR project that you've been involved in that you're particularly proud of, what your involvement was, and why you're proud of it?

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the portal.

Chat to us First

Your values and potential are more important to us than your experience, so if you're not sure you meet every point on the person specification, please still get in touch for a chat. If you'd like to discuss the opportunity, please contact: Laura Atkinson: laura@atkinsonhrconsulting.co.uk.

KEEP IN TOUCH...

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And connect with us here...



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organisations be even
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