

HR Reward and Operations Manager (Grade 12)

This is one of a number of exciting new roles within the HR&OD unit and will bring together and lead a range of functions into a single team – an in-house resourcing team, systems work that underpins recruitment and people data, and operational aspects of pay and reward.

Experience of procurement and contract management is essential as is working in a matrix structure. The successful candidate will lead this team to ensure there is a high-quality HR service to staff, the Mayor's office and the London Assembly, working closely with other team leaders in the unit to ensure that the HR service is joined up and operating seamlessly across teams.

You will work closely with the HR Business Partner teams to anticipate peaks and troughs in resourcing requirements and will supply high quality data to senior managers to ensure they are able to make informed decisions and drive forward the GLA ambition to have a diverse workforce. There will be significant exposure to the Corporate Management team in the GLA (the Chief Officer and Executive Directors) to ensure that workforce data adds value to the decision-making processes across the organisation.

As part of the GLA Transformation Programme, you will also be responsible for working with others to explore the opportunities to build on shared services across the GLA Group particularly in the arena of systems and resourcing. You will also oversee some activity across the GLA group to ensure that there is joined up working in relation to pay gap reporting and other related work building strong networks across the group.

Workforce Equality, Diversity and Inclusion Manager - part time (Grade 10)

This role provides a unique opportunity for an individual experienced in delivering diversity and inclusion programmes to contribute to this high-profile agenda. You will help shape and drive cultural change and engagement to create an inclusive workplace, where London's diversity is reflected at all levels.

Drawing on expert knowledge of best practice, you'll offer creative and innovative ideas to support the agenda. You'll facilitate organisational and team discussions on inclusion, provide expert guidance, undertake detailed data analysis and present this to the organisation in an understandable and inspiring way.

You will have significant senior level experience, excellent facilitation skills and understanding of workforce diversity and inclusion interventions preferably gained in a complex public sector environment.

You will be able to influence and forge relationships across an organisation, with proven ability to innovate and deliver successful outcomes in improving diversity and inclusion.

This role is a part time job share opportunity and the working hours are 22.2 hours a week. The successful role holder must be able to work Monday and Tuesday and there is flexibility on where and when the remaining hours are worked.

Project Manager- HR Operations (Grade 10)

This is a new role with the HR&OD Unit that will provide dedicated expertise and capacity within the unit to lead HR projects. The successful applicant will have experience of working in a human resources team and will have led on, and project managed HR related projects from ideas to implementation.

Ideally you will have a thorough understanding of the work of human resources and be able to use this knowledge to good effect in supporting the Reward and Operations Manager in the scoping, design, project management and delivery of HR projects as part of the GLAs Transformation Programme. Practical experience of working within public sector procurement frameworks is necessary together with recent experience of using standard project management methodologies e.g. Prince II. You will be comfortable working across teams within human resources and developing relationships with external partners and suppliers.

Writing reports and preparing information and data for differing audiences will come naturally to you. You will be used to ensuring your work fits within organisational governance arrangements and have a high attention detail to deliver work that is of the highest standard and accurate.

This a stellar opportunity for the job holder to add value to the HR&OD unit in the form of dedicated project management expertise supporting the unit deliver a range of projects as part of the GLA's aspiration of being an exemplary employer.

Senior HR Adviser (Grade 10)

A fantastic opportunity has arisen for an experienced Senior HR Adviser to join the HR&OD unit at the Greater London Authority.

Reporting into the Senior Business Partner this is a generalist role where you will advise, coach and collaborate with middle and senior managers within your business areas to deliver effective people solutions across a broad spectrum of HR issues; change programmes, employee relations, talent management, performance and engagement.

Responsible for managing junior members within the team you will be an inspirational manager, coaching and supporting others to deliver a first-class HR service.

A member of the CIPD with up to date knowledge of employment legislation and case law you will be a confident HR Adviser with an outstanding track record of interpreting legislation and applying this knowledge in practice.

HR Adviser x 3 (Grade 8)

Our HR Business Partner team is expanding, and we are looking to recruit to three new HR Adviser posts. Your role will be to offer support and professional advice to managers and staff across the GLA on all areas of HR.

You will support colleagues across your business areas by advising and coaching on a range of staff management issues, coordinating and analysing key workforce metrics and overseeing the administration of our monthly payroll.

You will work collaboratively with colleagues from across all the HR specialisms to deliver an effective and high performing HR offer.

A member of the CIPD (or an equivalent level of knowledge gained through experience) you will be able to demonstrate an understanding and practical application of working within a generalist HR role. You must possess up to date employment law knowledge and be confident advising on range of employee relations issues; grievance, discipline, sickness absence, capability & performance.

This is a fantastic generalist role which gives you the opportunity to develop your skills across the broad HR remit, whilst working in a friendly, collaborative and supportive team.

Learning and Organisation Development Advisor (Grade 8)

You'll enjoy plenty of scope to make a lasting, positive impact in this varied and interesting Learning and OD role. You will provide high quality learning and development advice to employees, while sharing expertise in learning needs analysis, team development and people management with managers.

You will commission and coordinate our management development, apprenticeship programmes and support the development of performance management processes and systems. You'll be expected to use research and evaluation to drive improvement, as you design and deliver a range of learning, OD and engagement interventions.

Your track record spans providing learning and development advice within a complex organisation, facilitating workshops and meetings for diverse audiences, and planning, delivering and evaluating learning solutions, organisational development projects and programmes. Highly organised and adept at solving people challenges, you will bring to the role a flexible and adaptive approach and a drive to deliver. With excellent communication skills, your ability to build relationships and influence really sets you apart.

HR Systems Information Assistant - part time (Grade 6)

This role will help support the development, management and maintenance of the GLA's digital human resources information system and the production of workforce data for both statutory and corporate reporting.

Drawing on your analytical and Excel skills you'll work with the HR Systems Information Officer to maintain the integrity of the data input, revisiting and improving procedures and workflows where required. You will support the HR Systems Information Officer in the production of workforce data and reports, responses to requests for information, including Freedom of Information and data access requests, Mayor's questions and other general correspondence.

We welcome applications from candidates with experience in an equivalent human resources role, providing information services, who have a clear understanding of human resources operational activity, experience of using information technology, including specific knowledge of Excel functionality.

Resourcing Assistant x 2 – part time and full time (Grade 5)

Our workforce and the people we recruit are essential to ensuring the GLA can support the delivery of the Mayor's vision for London. The resourcing team is responsible for providing a full range of recruitment services across the organisation. These roles will provide a high-quality resourcing and recruitment service to hiring managers across a number of business areas and directorates as well as job applicants.

You will support the full end-to-end recruitment process; including advertising vacancies, supporting selection processes, conducting pre-employment checks, advising on terms and conditions and contracts of employment, induction and payroll. This is an exciting time to join the team, with an opportunity to work on interesting recruitment campaigns.

Ideal candidates will have excellent customer service skills and experience of using online recruitment systems and human resource information systems, including analysis and interpretation of statistical information.