



Senior HR Advisor

£39,861

Interested in making a change?
Apply online at beacon.cymru/jobs

About Beacon

Beacon Cymru results from the merger in January 2025 of Coastal Housing and RHA Wales: two respected community landlords with reputations for excellence, innovation and being a positive force in the communities where they work.

At Beacon we're a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

Beacon owns and manages almost 9,000 homes across South Wales. We aim to be an organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents. We aim to deliver a greater number of new, high-quality homes each year; we're focused on growth and investment in existing homes and services, and we're a more resilient organisation with a wider geographical reach. We currently have over 500 new homes under constructions across the regions where we operate.

Beacon vision is to provide better places for people and the planet. Our purpose is to create lasting change you can see, through affordable homes, sustainable neighbourhoods, and vibrant town and city centres.

This is supported by our digital vision, which is to use technology to support and enable our aims and priorities, and to enhance our services, communication and interaction with residents and businesses across the communities in which we work. In doing this we will endeavour to create opportunities through our digital strategy for resident focus, innovation and sustainability.



Job Title: Senior HR Advisor

Place of work: Swansea

Hours of work: 35hrs Monday to Friday

Salary: £39,861

Our location

Operating across Swansea, Rhondda Cynon Taf, Bridgend, Neath Port Talbot and Carmarthenshire, we have the Gower's world class beaches, beautiful natural landscapes and the Welsh valley's rich industrial heritage on our doorsteps. Swansea and the wider regions where we operate offer world class educational institutions, and the ongoing regeneration across the areas in which we are based bring creativity, thriving communities and friendly places to live and work.

Job Summary

The Senior HR Advisor is a trusted people professional who provides high-quality, proactive HR support across the organisation. Working closely with managers and employees, they deliver expert advice on all aspects of the employee lifecycle, helping to create a positive, inclusive and high-performing workplace culture.

Supporting a workforce of approximately 380 employees, the role leads on a range of employee relations matters, contributes to people-focused initiatives, and ensures HR practices align with organisational values, employment legislation and best practice.

As a key member of the HR team, the Senior HR Advisor helps drive employee engagement, wellbeing and organisational success, enabling the association to continue delivering excellent services to communities across Wales.



Purpose of the role

The Senior HR Advisor plays a vital role in supporting the organisation's people agenda by providing professional, pragmatic and people-centred HR advice and guidance. The role helps managers and employees create a positive, inclusive and high-performing working environment, ensuring colleagues are supported to deliver excellent services to tenants and communities across Wales.

Key responsibilities

Employee Relations – Lead complex ER cases, support early resolution, prepare investigations, ensure compliance, and coach managers.

Recruitment & Onboarding – Lead recruitment, interviews, onboarding, contracts, and candidate experience.

Performance & Development – Lead capability processes, deliver training, support probation and development.

HR Policy & Compliance – Ensure GDPR compliance, apply HR policy consistently, support updates and audits.

HR Data & Reporting – Produce dashboards, analyse trends, ensure data quality, support digital improvements.

Pay, Benefits & Contracts – Manage contract changes, payroll checks, and benefits guidance.

Change Management – Support restructures, consultations, and HR change projects.

Engagement & Wellbeing – Lead wellbeing and engagement initiatives, analyse trends, create communications.

Stakeholder Engagement – Build strong relationships, provide expert HR advice, collaborate across teams.

This job description is not exhaustive and may change to meet organisational needs.

Person Specification

Qualities	Essential / Desirable
Strong understanding of employment law and HR best practice	E
Ability to coach managers and influence decision making	E
Excellent communication and relationship building skills	E
Strong analytical and reporting skills	D
Ability to manage sensitive information confidentially	E
Proactive and solution focused mindset	E
High level of professionalism and integrity	E
Collaborative and supportive working style	E
Commitment to wellbeing, engagement, and organisational values	E
Significant experience managing ER cases	E
Experience supporting recruitment, onboarding, and performance processes	E
Experience producing HR data reports and insights	E
Experience supporting organisational change initiatives	E
CIPD Level 5 (minimum) or equivalent experience	E
Evidence of continuing professional development	E
Ability to communicate in Welsh	D
Full driving licence and access to a car; or able to demonstrate ability to be fully mobile in the role	D

Next steps

If this seems the job for you can apply online 24/7 right up until **9am on the 3rd of August**.

If you'd like to chat to us about the role before you apply, please contact Amy Walters on 07772409383.

You can save your application progress through our online application system so you don't need to do the entire thing in one go. We are not accepting CV's for this vacancy.

Here's a whistlestop tour of our typical recruitment process so you know what to expect:

- Complete and submit the application form online before the closing date and time shown.
- We'll review all applications and let you know whether or not you've been shortlisted.
- If you are, we'll invite you to come and meet us for an Assessment Day on the **6th of August**. Please ensure you are available for these dates prior to applying as we will not be able to offer alternative dates.
- If you're successful, we'll make you an offer.
- Once you've accepted our offer, we'll follow up your references and check your eligibility to work in the UK – if the role requires it, we'll also carry out a DBS check.
- Once that's all done, we'll send you a contract and confirm your start date.
- Welcome to **#TeamBeacon!** There's a 6 month probationary period from your start date and your manager and HR will support you throughout.

Our benefits

Beacon offers a wide range of benefits including:



30 days annual leave, plus an additional 2 days leave at Christmas!



Enhanced family friendly leave, including paid dependency leave.



Defined contribution pension with included life assurance of 3 times your salary.



Enhanced company sick pay.



Extensive wellbeing offer.

Want to see the full range of benefits?
Visit beacon.cymru/jobs

