



THE COMPANY AND WHAT WE DO

We partner with healthcare organisations to deliver imaging solutions. Advanced diagnostics lead to improved patient outcomes and that requires the right equipment, expertly implemented and reliably supported. We work with manufacturers including Samsung Healthcare, United Imaging and Novarad across diagnostic imaging, ultrasound, PACS and veterinary systems, connecting clinical teams with technology that helps them deliver faster, more accurate diagnoses.

THE ROLE

Our people are out there designing, delivering and specifying appropriate equipment to keep systems running in healthcare organisations across the UK and Ireland and we are currently recruiting for a part time HR Advisor to help deliver a fair and consistent HR service for them. Reporting into the Group HR Business Partner, you will be part of a small busy team and will be a key contact for advice, coaching, guidance and assistance on employee related activity throughout the whole employee lifecycle.

KEY RESPONSIBILITIES

- Provide high quality first line HR advice and guidance for all employees in line with MIS policies and procedures and best practice
- Coordinate recruitment activity as appropriate, co-ordinating onboarding and induction for new joiners
- Maintain accurate and confidential employee records
- Working closely with Finance and Payroll teams to ensure employee changes are processed accurately and within deadlines
- Build relationships with heads of departments and hiring managers to act as a trusted partner
- Support Group HRBP with people projects

ABOUT YOU

- CIPD Level 5 qualification (or relevant experience)
- Proven experience in a People Advisor or HR role
- Good working knowledge of UK employment law and HR best practice
- Strong organisation skills
- You love data, and have the strong attention to detail required to confidently handle all types of data and report writing
- Good knowledge of excel
- Ability to build strong working relationships at all levels
- Prior experience working in a company connected to healthcare preferred but not essential

A **Medhealth** Group Company

26-27 Capitol Park, Capitol Way, London NW9 0EQ

T: 0208 205 9500 | F: 0208 205 0585 | www.mishealthcare.co.uk | info@mishealthcare.co.uk

Medical Imaging Systems Limited trading as MIS Healthcare | Company No: 3472964 registered in England & Wales | VAT Registration: 707 3983 15



BENEFITS

- 20 days annual leave (this is a pro-rata allowance)
- Private Health Insurance
- Group life assurance
- Pension
- Free onsite parking

WHY MIS HEALTHCARE?

This is a really exciting time to join MIS Healthcare. We are a successful and growing business, offering opportunities to get involved in a range of exciting HR projects which will broaden your HR knowledge. The successful candidate will not only handle day to day work but bring their fresh ideas to help improve HR for our organisation. You would be encouraged to put forward your suggestions and if it fits our business, manage and deliver your own project!

The role is a part time role of 4 days per week but could increase to full time as the organisation develops. There are opportunities for hybrid working.

To apply, please send your CV and covering letter to:

careers@mishealthcare.co.uk

A **Medhealth** Group Company

26-27 Capitol Park, Capitol Way, London NW9 0EQ

T: 0208 205 9500 | F: 0208 205 0585 | www.mishealthcare.co.uk | info@mishealthcare.co.uk

Medical Imaging Systems Limited trading as MIS Healthcare | Company No: 3472964 registered in England & Wales | VAT Registration: 707 3983 15