



Achieve your career aspirations as an

HR Advice Consultant



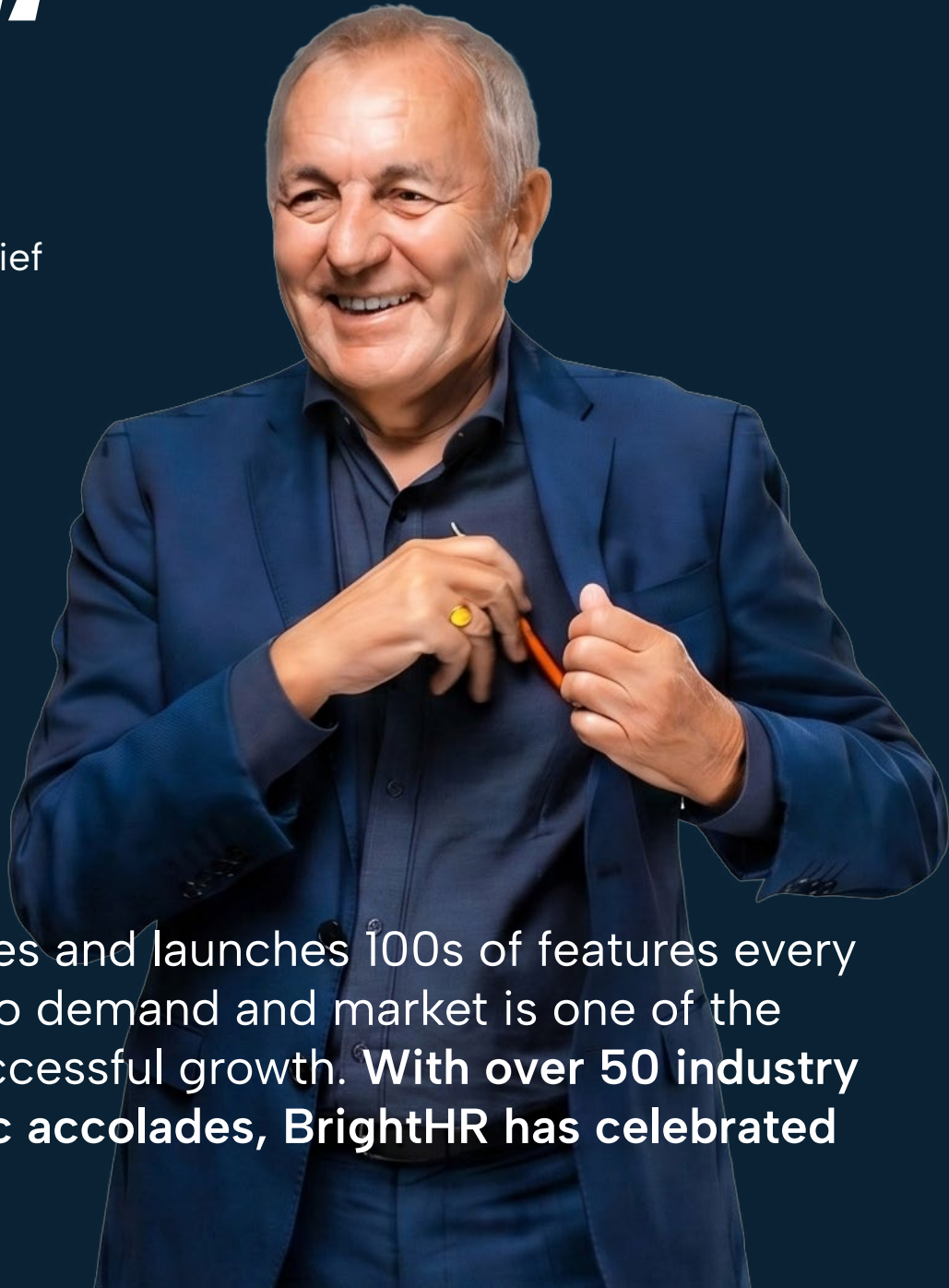
Vision & values



At BrightHR, our culture of innovation and creativity gives small and fast-growing businesses the best platform for success.

Peter Done

Founder & Group Chief
Executive Officer
Peninsula Business
Services Group



BrightHR optimises and launches 100s of features every year. Our speed to demand and market is one of the secrets to our successful growth. **With over 50 industry awards and public accolades, BrightHR has celebrated many milestones.**

2015

BrightHR launches

2017

Bright Wellbeing & Counselling launches

BrightHR launches in Canada

2019

BrightAdvice mobile + PoP, our expense tracking app launches

We launched in Australia and New Zealand

2021

BrAIinbox launches, our AI powered advice tool

2023

BrightLearn launches, our integrated learning management system

Praise launches, our employee recognition platform

2025

Managed Payroll Service launches

2016

BrightAdvice launches 24/7 employment law expert advice

2018

Blip, our clocking-in & out app launches

BrightHR launches in the Republic of Ireland

BrightSafe Advice, our health & safety advice line launches

2020

BrightSafe, our health & safety app launches

2022

One million users worldwide
BrightExchange launches, our online marketplace of discounts and perks

2024

BrightHR is serving over 5 territories to over 100,000 businesses

BrightHR launches its enhanced payroll software solution

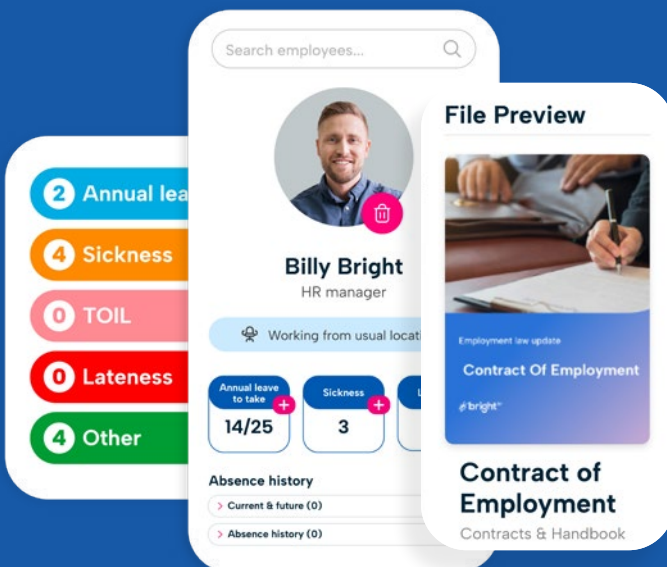
Software & services

BrightHR

Scheduling rotas, onboarding new starters, tracking holidays and more—BrightHR makes every aspect of people management easy.

With a learning management system, employee perks platform, and recognition through Praise, we help SMEs manage their business, attract and retain their staff, and grow their business.

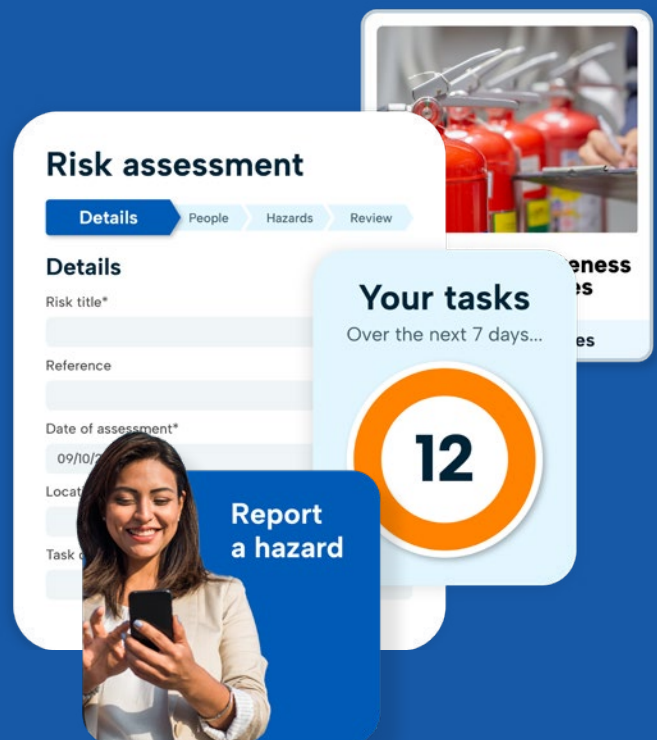
BrightAdvice is our 24–7 employment law advice service. Qualified HR professionals help businesses navigate the world of work. We make HR easy.



BrightSafe

Business owners and managers have the responsibility of keeping their staff both healthy and safe.

BrightSafe helps them do this legally, from managing risks, handling incidents to hazard reporting.



BrightHR Payroll

Managing payroll is an essential business practice.

With our integrated enhanced payroll software, we can save businesses countless hours and money.

Syncing with HR and employee data, it makes for a simplified payroll process. Plus, it makes it easy to stay compliant—our software accounts for statutory rules on pay and reduces HMRC penalty risks.

Managed Payroll Service

For hassle-free and hands-off payroll management.

For businesses that want a stress-free payroll solution, we can outsource the entire process.

Our Managed Payroll Service gives business owners full reconciliation on time, every time.

CIPP-qualified experts handle the entire payroll process
Payslips, issues, HMRC reporting and processing handled centrally

Payroll permissions

36



Ciri Sintra

Working from home

[View full profile](#)



Donna Winter

HQ Office

[View full profile](#)

[Edit](#)

Log overtime worked

Employee

Hannah Winters



Overtime start

Thu 23 Jan



17:00



Overtime end

Thu 23 Jan



18:15



[Log overtime](#)



Bright BRAINBOX+

Advice on the go when you need it most.

Our AI-powered chat, BRAINBOX+, provides expert-trained answers to HR, health & safety and payroll questions.

This is a value add tool that helps employers manage the ever changing employment law landscape.

created by experts

powered by



Bringing AI to HR

Our vision is to harness the power of AI to support both the user in time saving tasks and the manager with people management improvements to support business growth through efficiency gains.

Alastair Brown

Global AI and Technology
Director



JOB DESCRIPTION

HR Advice Consultant

Location:

Manchester, England

Reports to:

HR Advice Team Leader

The role:

To work as part of our Bright Advice team where you will provide HR and Employment Law advice and support to our clients throughout different sectors.

The Employment Law consultant role requires you to work within a team providing legally compliant advice and HR assistance to clients by telephone. You'll support the needs of the individual client and to highlight any options that are non-compliant as well as ensuring the client is fully aware of the risk these options present.

You will provide HR and Employment Law Advice to the wide variety of BrightHR clients throughout various industries across Great Britain and Northern Ireland.

This is an exciting career opportunity to **join a high-performance business that is growing at exceptional rates!**



Day-to-day responsibilities

include but are not limited to:

- To work in line with the departmental KPIs, ensuring support is provided to clients in a productive manner with quality sound advice and within set SLAs.
- To ensure that personal knowledge of employment law and HR best practice is continually updated.
- To advise, assist and guide clients with all employment law/HR enquiries received.
- To ensure that all advice is recorded accurately against the appropriate cases and all other client and call information is correctly captured on the database.
- Prepare and deliver client E-learning sessions and internal training sessions as and when required.
- Support with complaint investigation and resolution as required.
- Attend legal briefings and internal company training to ensure that advice provided is compliant with our services.
- Ensure departmental protocols are adhered to ensuring a high-quality level of service is always provided.
- Offer clients options regarding the take up of other products we provide and make recommendations accordingly.



DAY-TO-DAY RESPONSIBILITIES

- Attend departmental or office team meetings.
- Always maintain a professional and responsible attitude.
- Work as part of a busy team and carry out any other tasks deemed necessary by the

KEY REQUIREMENTS

Required skills and experience

- Ability to work in a fast-paced environment.
- A dynamic and flexible approach, as well as the ability to work under pressure.
- Practical experience.
- A willingness to develop your career as an HR professional.
- An enthusiasm for generating new business referrals.
- Ability to learn, research and interpret law quickly and effectively.
- Ability to prioritise and work unsupervised as required.
- Ability to work to deadlines.
- Excellent communication and written skills.
- MS Office knowledge and experience.



BrightHR Benefits



Enhanced holidays

25 days increasing to 27 after 2 years' service and 28 after 5 years' service (22 Days for Field Sales)



Pension scheme contribution

increasing to 5% after 5 years' service and again to 7% after 7 years' service



Private health care cover

after 5 years' service



Discounted products

Manchester City centre parking (AO Arena) / First Bus Travel Club Membership / Microsoft Home User programme / Anglian Home Improvements



On site Gym



Access to Health Shield



Access to the EAP service



Pace Health Club

(situated in the Park Inn) discounted gym membership and spa treatments



Paid birthday leave



Eye care contribution



Travel Season Ticket loan scheme



Cycle 2 Work scheme*

after probationary period



Bright Exchange perks



Park Inn

20% off food and drink



New Century

food and drink discount



Revolution De Cuba

food and drink discount



Free fruit

(office-based staff)



New business referral scheme



Refer a friend scheme



Milestone recognition

Staff Quotes



Reflecting on my seven years across the Peninsula Group—three years with Peninsula and four years with BrightHR—I can confidently say that this journey has shaped me both professionally and personally.

I began my career in the Employment Documentation team, specialising in contracts, handbooks and policies. This foundation gave me a deep understanding of employment law and HR best practice, which became invaluable when I transitioned into the Advice team two years ago.

My time here has allowed me to grow and develop in ways I never expected, thanks to supportive leadership and a truly team-oriented culture. It's inspiring to be part of a company that is actively shaping the future of HR, employment law, health & safety and payroll through innovative technology.

Josie Summers

BRAINBOX+
HR Advice Consultant



Staff Quotes



Having joined BrightHR six months ago as an HR Advice Business Partner, I can honestly say the experience has already had a hugely positive impact on my professional development.

Coming from a retail background, I was looking for an opportunity where I could build on my people-focused skills while developing specialist HR knowledge, and BrightHR has given me exactly that.

I've been supported by knowledgeable colleagues and approachable leaders who have helped me grow in confidence. What stands out most is the shared commitment to helping clients navigate HR and employment law with clarity and confidence.

It's motivating to be part of a forward-thinking business that combines technology, expertise and genuine teamwork to make a real difference for employers.

Luke Percival

BRAINBOX+
HR Advice Partner



Values & Behaviours

Living the company values of
we care, we take action,
we innovate, we inform, and
we do the right thing

- ✓ **We lead by example** and recognise those living our values.
- ✓ **We drive the narrative** by inspiring and engaging our team.
- ✓ **We collaborate** with rigor and embrace diversity of thought.
- ✓ **We deliver** with a united voice.
- ✓ **We take ownership** by staying close to team performance by Super Coaching and Walking the Walk.
- ✓ **We keep our approach simple** and stick to the playbook to deliver on promise.
- ✓ **We think critically and commercially,** assess the situation before jumping to the solution.

Watch our values video



We are BrightHR; the only software powered by HR, health & safety, and legal experts.

Everything you need to simply manage your staff, all in one place, PLUS free tools to set your business apart.

We are on a mission to transform people management for businesses.

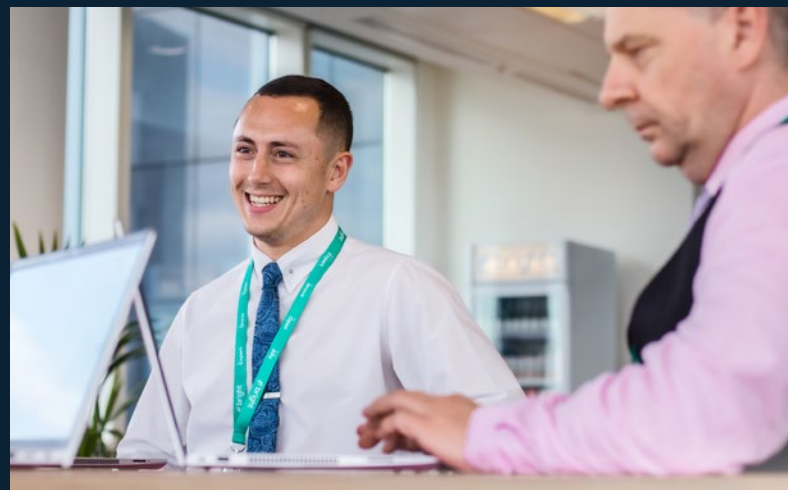
We've been making life easier for employers since 2015 with our range of innovative software, are providing HR, H&S, and business support to over 95,000 businesses globally.

We are a people business. The market moves quickly and so do we.

We put the customer first, working hard and always looking ahead, purposefully innovating to ensure peace of mind.

BrightHR is an Equal Opportunity and Disability Confident Employer.

We are committed to diversity and inclusion without regard to protected characteristics.



A message from the CEO

Having worked for the group for over 20 years, I'm fortunate to have developed and progressed in an organisation that cares about its people. This business has helped me achieve my career aspirations and growth potential. I'm now proudly the group Chief Operating Officer and BrightHR Chief Executive Officer.

I've seen for myself the continued investment our group CEO and Founder, Peter Done, puts into the business and its people. An entrepreneur himself, Peter remains actively involved in all aspects of our business.

Our guiding principles are found in our Group compass. My top tip for putting your best foot forward? Get familiar with these now.

Group Compass webpage



Alan Price

It's not easy to grow at the rate we are. It's even harder to grow at record-breaking rates year after year. But we do, thanks to agile research & development, world-class tools, and focused learning & development.

You're joining a business that wants you to grow. We'll give you the tools you need to succeed, the training to progress, and the recognition and reward to achieve your potential.

Our global MVP awards recognise staff from around the world, not just for the day-to-day successes, but the impact you're making on your colleagues, customers, and even your charitable work. This is just one of the many reasons we're recognised as a great place to work.

Joining our Advice team is a once in a career opportunity. We're an exceptionally successful business that has an entrepreneurial and disruptive mindset. You'll work with a variety of client advice cases to define, drive and implement the next phase of the business.

Thank you for considering BrightHR as your next career move.

Now's the Bright time to join us.

