

## Job Description

### HR Advisor

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| <b>Position:</b> HR Advisor | <b>Department:</b> Human Resources | <b>Reporting to:</b> HR Manager               |
| <b>Salary:</b> £30,000pa    | <b>Contract:</b> Permanent         | <b>Hours per week:</b> 37.5 (5 days out of 7) |

**Job purpose:** The HR Advisor provides a solution focused HR delivery through the understanding and implementation of the HR strategy. The role is to be the single point of contact for the different business areas, providing a bespoke service in a professional and effective manner. The HR Advisor will provide pragmatic and commercial HR advice and guidance to line managers on operational business HR issues through advising of best practice, coaching, and influence.

#### Role Competencies:

##### **Planning Timescales:**

- To provide MI to the HR Manager on a monthly basis.
- To carryout monthly Health & Safety audits on the HR department and report using appropriate system.
- To actively monitor sickness absence across all business and work with managers to ensure consistency and compliance to company policy.
- To ensure the HR calendar is prepared a year in advance covering all the HR initiatives.
- To manage the roll out of annual communications, such as annual leave.
- To provide the HR manager with monthly safeguarding reports.

##### **Decision Making:**

- To be comfortable to make decisions on Employee Relations issues.
- Be confident in making recommendations and decisions on operational issues in line with role.
- Be able to critique and make decisions with larger scale impacting projects such as restructuring.
- To ensure all company policies and procedures, are issued and acknowledged on an annual basis.
- To empower the HR team to be able to handle and resolve all queries and questions in the remit of their own role.

##### **Impact & Influence:**

- Be responsible for building a credible and effective relationship with the management teams.
- Contribute to the longer-term direction of the HR Plan, through involvement in project work.
- Support with the development and delivery of workshops to the organisation on the broad range of HR subjects, e.g. legislative changes, people management, performance management.
- Build strong relationships with staff, managers, and department heads to influence decision-making on HR matters.

##### **Skill Level:**

- Be able to identify issues and priorities within the operation, providing objective challenge and engaging the appropriate managers to deliver solutions.
- Ensure a comprehensive compliant process when investigating ER, discipline, workers compensation and performance management issues, maintain appropriate records and take action in line with management advice to resolve issues.

- Identify skills and knowledge gaps and where development interventions are required.
- Ensure you have a good knowledge of business KPI's, operational checklists and HR tools in use to include ER policies, payroll processes, HR processes and frameworks.
- Be able to demonstrate a value-add approach.
- Oversee the recruitment and onboarding process, ensuring that our hiring practices meet the needs of the business.

**Communication:**

- Work with management teams to ensure they are well informed around key messages that need to be cascaded and support in understanding the context as required.
- To be able to demonstrate the negotiation away from the answer being “no”
- To be confident to keep team updated with information that affects the team delivery.
- Provide support and guidance to staff on HR queries and issues, ensuring a prompt and effective resolution.

**Budget Management:**

- To be responsible for budget within remit of role, such as monitor paper usage of team.

**Lead & Develop:**

- Provide advice and guidance to managers on people policies, procedures, employment legislation and the impact of organisation developments.
- Support managers, supervisors, and employees in the effective application of the performance planning.
- Ensure own knowledge is kept up to date and relevant with changes in employment legislation, for the purposes of giving best practice advice and to be able to lead and support your own team.
- Provide support and advice to the HR & Payroll Administrators on day-to-day queries.

**Operating Parameters:**

- Work closely with the HR Manager to provide input to and deliver HR strategy and plan.
- Keep an up to date understanding of business performance across each part of the organisation.
- Respond to ER queries and manage own caseload.
- Ensure all people related policies and best practices are up to date, adhered to and maintained throughout the organisation.
- Responsible for recruitment and selection of roles in partnership within the business. Assist managers to accurately design and define roles and where required develop supporting documentation (e.g.JDs)
- Provide the highest level of confidentiality.
- Identify opportunities to enhance the efficiency and effectiveness of our HR practices.

**Essential & Desirable Job Criteria:**

- CIPD L5, qualified or equivalent - E
- Able to demonstrate solid/extensive experience in an HR generalist type role supporting managers in a fast paced, operational environment whilst being able to influence at all levels up to and including Senior Managers - E
- Technically strong HR practitioner with solid demonstrable employment law knowledge - E
- Strong planning and organisational skills with the ability to work and manage multiple work streams with little or no supervision. - E
- Strong commercial acumen with an adaptable and flexible approach to be able to work within a dynamic and at times challenging business environment - E

- Excellent presentation, communication skills - E
- Ability to optimise performance of self and others in a diverse and changing environment - E
- Ability to provide solutions to problems - E
- Demonstrate an in-depth knowledge of latest HR best practices - E
- Numerate and experience of analysing data - E
- Knowledge of Rota Horizon and Sage, or similar Human Resources/Payroll databases is essential – E
- Working understanding of the DBS and safer recruitment processes - D

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality & Diversity – must be able to demonstrate** that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level 3