



Job Description

Job Title:	HR Advisor
Job Grade:	B
Reports to:	HR Business Partner
Direct reports:	N/A
Clearance required:	N/A
Key stakeholders:	All levels of management, all employees, Commissioners and Partners, external stakeholders.

Workplace values

The post holder will be expected to live our workplace values which are:

- Honest: we are open and realistic, building trusted relationships in which we challenge, collaborate and change.
- Committed: we are passionate about being the best that we can be, and we do this by keeping people at the heart of everything that we do.
- Inventive: we are ambitious, drawing together skills and resources to innovate and adapt in determined pursuit of our mission.

Job Purpose

To contribute to the overall success of the HR agenda in delivering a proactive and customer focused HR service across HumanKind by providing effective support, guidance and advice to managers and staff members on a wide variety of HR matters, such as employee relations, policy and process, recruitment and the delivery of key projects.



Person Specification

Key accountabilities:

1.	Provide high quality HR advice and guidance directly to managers to facilitate the early resolution of difficult, complex or sensitive employee relations issues, ensuring that the risks associated with such cases are effectively managed.
2.	Advise and coach managers on the application and interpretation of HR policies and procedures in accordance with current and proposed employment legislation and local arrangements, to ensure consistency, accuracy and best practice.
3.	Support the wider HR Team in implementing and embedding new strategies and initiatives across the organisation.
4.	Support the management of complex employee cases relating to disciplinary, grievance and sickness absence. This includes providing advice to managers on policy/procedure and legislation, liaising with Occupational Health, supporting formal investigations and hearings.
5.	Build good working relationships with all line managers in order to better understand their needs and provide appropriate HR related support.
6.	Ensure the timely and satisfactory resolution of employee relations issues by maintaining effective relationships with staff side representatives.
7.	Act as HR lead, alongside managers, in the management of change issues, leading in formal consultation exercises and processing information such as TUPE due diligence and redundancy calculations.
8.	Manage sickness absence in collaboration with managers, managing redeployment where appropriate, assisting staff back to work and working with managers to reduce sickness absence across the organisation.
9.	Provide updates on key changes to policies/ processes/ new initiatives and any trends identified in ER reporting.



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10.	Actively contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice and Humankind's requirements.
11.	Lead on discrete operational projects which improve service delivery, including supporting with the development of team objectives and KPI's.
12.	To oversee resource planning, providing advice to managers on recruitment campaigns, development of job descriptions/person specifications, job evaluations and appropriate selection processes.
13.	Undertake continuing professional development including participating in performance reviews and attending training as/when required.
14.	Work in accordance with all relevant legislation, policies & procedures and guidelines – both internal and external.
15.	Maintain accurate and up to date records and reports and provide written and verbal reports as required.
16.	Keep abreast of policy and professional development within your area of professional expertise.
17.	To promote, adhere to and live our workplace values of being honest, committed and inventive.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.



Person Specification

Technical/ Professional Qualifications	Essential or Desirable
CIPD Level 3 (or equivalent experience) with commitment to complete CIPD	E
Skills	Essential or Desirable
Proficient in Microsoft Office programmes.	E
Strong analytical and interpretive skills.	E
Knowledge/ Previous Experience	Essential or Desirable
Experience of working in a HR Department in either a HR Officer or HR Advisor role.	E
Experience of interpreting policies, procedures and situations in order to identify pragmatic solutions/ recommendations.	E
Experience of advising and supporting managers on a range of employee relations matters to an appropriate conclusion.	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of General Data Protection Regulation.	E
Up to date knowledge of employment legislation and best practice.	E
Working knowledge of TUPE and redundancy processes.	E
Competencies	



Person Specification

Lead and Inspire	Defines the future direction of Humankind through identifying current and future challenges and longer-term opportunities.
Create and Innovate	Takes a solutions-focused approach to the challenges we face as an organisation. Looks at new ways of working and responding innovatively with new ideas or developing current approaches to meet organisational needs.
Developing Our Talent	Creates a positive and supportive environment in which individuals can grow and develop enabling them to realise their full potential.
Impactful Communication	Shares information and presents ideas or themes clearly and convincingly so that others see us as open, transparent and credible, and want to engage with us.
Delivering Results and Achieving Greatness	Focuses on our individual drive and personal focus to succeed in delivering against our key business objectives and targets.
Service Excellence	Continues to build on Humankind's reputation within the industry, becoming a "provider of choice" recognised by external bodies as meeting the diverse needs of our customers and delivering the highest standards of service delivery.
Working Together	Defines how we work with each other and our customers, partners, commissioners and stakeholders.
Safeguarding training required on start (not to be measured in the R&S process)	