

Job title	HR Advisor
Responsible to	HR Business Partner

Main purpose of the post

Provide timely, accurate and robust advice and guidance on the full range of routine and complex HR issues within your business areas and management group. Work flexibly and contribute to continuous improvement of services provided by the Department

Key responsibilities

- Contribute to the development and delivery of specified HR projects and strategies, with a willingness to get involved. Provide a collaborative HR Service to the business, working together to establish positive solutions
- Participate in appropriate projects and tasks including those which may be multi-functional and multi-disciplinary e.g. equal pay reviews, job evaluation, quality standards, employee engagement, health and wellbeing etc
- Design and deliver of a range of HR related workshops for People Managers of all levels
- Promote equality of opportunity, anti-discrimination and anti-oppressive practices
- When necessary act as the Group's representative at external meetings relating to HR issues and initiatives as appropriate

Employee relations

- Provide specialist case management guidance to People managers, Heads of Service and employees, including advising on the interpretation and application of policies, procedures and legislation
- Analyse and assess employee relations situations such as, competence and capability, redeployment and redundancy including consultations, disciplinary cases and Grievances, etc. And work with People Managers to consider the options and implications of managerial interventions in relation to these issues
- Oversee the issue of variations to contract and associated documentation and ensure correct action is taken in respect of colleague changes
- Provide advice regarding the legal/HR implications of, service redesign and reorganisation, and ensure proper consultation and process is carried out
- Coach and guide People Managers and Head of Service through a variety of medium and complex HR cases in real time adhering to best practise where possible
- Responsible for producing and analysing monthly, quarterly and annual MI reporting around key HR Metrics
- Ensure that the Group complies with employment legislation and regulatory requirements at all times by reviewing and redesigning HR Policies, Procedures and toolkits
- Championing a collaborative approach with People Managers and Head of Service when reviewing Policies, Procedures and Toolkit
- Drive a positive attendance management approach to enable the management of optimum attendance levels across your business areas
- Coach and guide People Managers and Head of Service through routine and complex short and long term sickness absence cases, referring to occupational health where appropriate and managing ill health terminations
- Ensure changes in salaries, commencements of employment, termination of employment, maternity and sick pay and any other changes concerning the calculation of the monthly payroll are actioned in a timely and accurate manner, in collaboration with HR Admin team

Project worker

- Assist with transformational change projects i.e. Culture change projects around behaviours and values, or improvement and performance projects around employee engagement
- Play an active part in supporting the HR function to deliver a wide range of projects across the business
- Acting as a champion for any new initiatives
- Working with the HR Business Partner on the annual benchmarking project of salaries across your business area

General

- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To ensure compliance with Hafod's policies and procedures at all times

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Organisation

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office

Disclosure is a means for the organisation to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people

The organisation will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience

- CIPD Level 5 qualified or equivalent
- Evidence of on-going professional development
- Degree, MCIPD qualified or actively working towards qualification*
- Experience of delivering an efficient and effective HR service
- Knowledge of and working with HR policies and procedures
- Experience of operational general human resources to include:
 - Disciplinary & grievance;
 - Sickness absence management;
 - Policy implementation;
 - Employee Relations;
 - Data management;
 - Recruitment
- Experience of working in a Not For Profit Sector*
- TUPE*
- Good standard of computer literacy including Word, Excel and HR packages
- Up to date knowledge of employment legislation
- Quality standards e.g. IIP*

Skills and abilities

- Excellent organisational and planning skills
- Time management

- Attention to detail and accuracy
- Awareness of the importance of employee engagement and well-being to support colleague performance
- Delivery focussed
- Prioritising and organising workload
- Proactive 'can do' approach
- People orientated and results driven
- Discretion
- Flexible
- Team Player
- Self-motivated

Interpersonal skills

- Ability to work effectively in partnership with colleagues, stakeholders and other external contacts, with the ability to engage effectively at all levels
- Work with a collaborative style that engages people at all levels and promotes positive relationships throughout the organisation and its partners
- Personal and professional credibility that will command confidence

Other requirements

- Full UK Driver's Licence and use of a vehicle

*Points marked with an asterisk are desirable rather than essential

Team Structure

