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| **Job Details** | | | |
| Job Title: | HR Advisor | | |
| Team/Department: | HR | | |
| Reports to: | HR Business Partner | Location: | Home based with regional cover |
| Appointment period: | Permanent | Hours | 37.5 |

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| **Job Purpose** |
| * Assist in providing a proactive and professional support service to management and employees on a wide range of employment and employee relations matters. * Provide a high quality HR service to our managers, employees and candidates and other relevant outside bodies. * Forge and maintain strong and effective relationships to support the delivery of Bedspace objectives. |

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| **Main Duties & Responsibilities** |
| 1. Provide HR advice, coaching and support to managers and employees on people related issues, including:  * Guidance on our policies and processes * Terms and conditions of employment * Managing teams to high performance * Managing under performance * Sickness and absence management * Disciplinary and grievance  1. Working closely with the HRBP and HR Officer to deliver a great, customer focussed service with a business partnering approach. Coaching the HR Officer on ER matters. 2. Supporting recruitment & onboarding across Bedspace, providing advice and guidance to hiring managers, and supporting the team with onboarding checks in line with our safer recruitment policy. 3. Following processes, keeping information and data up-to-date and advising our managers on HR processes. 4. Working with the HR Officer and Data Officer, undertake compliance auditing checking to ensure that all of our HR processes are adhered to. 5. Facilitate exit interviews where required to ensure we capture meaningful data to enable us to make improvements to aid retention. 6. Work with the HRBP and Head of HR on our employee engagement, wellbeing and internal communications initiatives. 7. Work with the Head of HR, HRBP and HR Services Manager on people strategy projects. 8. Maintain and maximise the use of the HR information systems (People HR), making changes to the system as directed by the HR Services Manager. 9. Working with the team to develop managers skills set through such initiatives as delivery of HR policy and process training. 10. Establish and maintain effective two-way communication with managers and employees and proactively respond to queries in order to further enhance the quality of service delivered by the HR Team. 11. Work closely with the Payroll & Data Officer to ensure workforce changes are recorded and communicated for pay changes. 12. Maintaining appropriate confidentiality of information relating to the Company and its staff and maintain compliance with all relevant data protection legislation. 13. Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments.   **Health and Safety**  The post holder is required to carry out the duties in accordance with the company Health and Safety policies and procedures.  **Diversity**  The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.  **Confidentiality**  The post holder is required to observe and maintain strict confidentiality in respect of guests, clients and all company information. |

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

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|  | Requirements | Essential  / Desirable | How Assessed |
| **Qualifications** | CIPD Level 5 or equivalent | E | A |
| **Experience** | Advising line managers and employees on a range of HR matters (such as developing high performing teams, managing under performance, discipline, grievance, terms and conditions, HR policies and processes) | E | I |
|  | Ability to exercise high level of attention to detail on accuracy of work produced | E | A/I |
|  | Excellent verbal, written and numeracy skills | E | I |
|  | Excellent organisational skills including ability to manage time and prioritise effectively. | E | I |
|  | Strong IT skills, skilled in using Microsoft Word and Excel packages and experienced in working with databases. | E | I |
|  | Able to work independently and on own initiative within specified guidelines or processes. | E | A/I |
|  | Well-developed interpersonal skills and able to deal with people at all levels. | E | A/I |
|  | Able to work appropriately with confidential and sensitive information. | E | A/I |
|  | Experience of providing HR administration & first line HR triage advice. | E | A/I |
| **Knowledge** | Sound employment law and HR knowledge | E | A/I/OM |
| **Other** | Current driving licence with vehicle for work purposes | E | I |
|  | Satisfactory basic DBS | E | OM |

# Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

# How Assessed:

A = Application I = Interview OM = Other Means (e.g. presentation, test, etc.)