

JOB DESCRIPTION

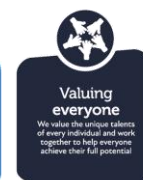
Job Title	HR Advisor
Reports to	HR Operations Team Leader
Job Purpose	Reporting to the HR Operations Team Leader, this role will provide coaching, advice, support and training to ensure all HR policies and processes are adhered to in accordance with committed services levels. Supporting line managers, to ensure key organisation objectives are assured, values are reinforced, and risks are managed. To support HR programmes and projects to ensure our organisation is a great place to work. To develop people management capability across the organisation to ensure we are constantly raising the bar for our teams.
Key Accountabilities	Provide high quality HR advice and guidance directly to managers to facilitate the early resolution of difficult, complex or sensitive employee relations issues, ensuring the risks associated with such cases are effectively managed. 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 and to ensure consistency, accuracy and best practice. Support the wider HR Team in implementing and embedding new strategies and initiatives across the organisation. 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. Build good working relationships with line managers to better understand their needs and provide appropriate HR related support. Ensure the timely and satisfactory resolution of employee relations issues by maintaining effective relationships with teams and/or representatives.



	Work in collaboration with managers around absence management, assisting team members back to work to reduce sickness absence across the organisation alongside the HR Business Partners. Provide updates on key changes to policies, processes, new initiatives and any trends identified in ER reporting. Work in accordance with relevant legislation, policies & procedures and guidelines – both internal and external. Undertake continuing professional development including participating in performance reviews and attending training as and when required. To promote, adhere to and live our workplace values of being brave, making it happen, having fun and valuing everyone.
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PERSON SPECIFICATION

Knowledge and Experience	Previous experience of supporting managers, providing advice and delivering value in a large scale, fast moving, multi-site organisations. Experience of delivering best in class HR services, training and support, demonstrating operational, commercial and strategic skills. Level 3 Foundation Certificate in People Practice or Level 5 Associate Diploma in People Management. Ability to demonstrate: • Ethical practice • Professional courage and influence • Valuing people • Working inclusively • Passion for learning • Situational decision-making • Insights focused • Effective time management • Prioritisation Full driving licence.
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