

Job description

Job Title	HR Advisor
Reports to	HR Manager
Responsibilities	<p>Provides coaching, advice, support and training to ensure that all HR policies and processes run smoothly and in accordance with committed services levels and KPIs across a specific geographical area .</p> <p>Supports line managers, to ensure that key organisation objectives are assured, values are reinforced and risks are well managed.</p> <p>Support HR programmes and projects to ensure that our organisation is a great place to work.</p> <p>Develop people management capability across the organisation to ensure that we are constantly raising the bar for our teams.</p>
Accountabilities	<p>EMPLOYEE RELATIONS</p> <p>Provide effective coaching, advice and support in a timely and proactive manner to Managers on a day to day basis, assisting their understanding and implementation of HR policies and procedures , reinforcing our organisation 's values.</p> <p>Support, coach and advise Managers in all aspects of case management, including conduct and capability, grievance, and attendance, ensuring that processes and policies are well executed in accordance with service level agreements and KPIs, delivering key organisation objectives with effective risk management.</p> <p>Equip Managers to be able to manage challenging situations with confidence and courage, dealing with matters promptly and clearly, including delivering management workshops.</p> <p>Promote a positive, proactive service in the organisation, acting as an advocate for our organisation as a great place to work, while providing the drive to deliver people KPIs.</p> <p>Ensure that documentation and record keeping are maintained in accordance with our policies and procedures and in accordance with our statutory obligations.</p> <p>Support the development and review of people policies, processes and practices so that they meet the changing needs of the organisation and its teams, while ensuring legal and regulatory compliance.</p> <p>ENGAGEMENT AND EMPLOYEE EXPERIENCE</p> <p>Support the delivery of engagement activities to ensure that all team members are connected to the purpose and progress of the organisation and that strong two-way communication is achieved.</p> <p>Support implementation and follow up of surveys and check ins, including exit</p>

	<p>interviews that ensure that we have a clear understanding of our employee experience and how our team members feel about their work.</p> <p>Support continuous improvement in engagement KPIs.</p> <p>DIVERSITY AND INCLUSION Support our managers to ensure that diversity and inclusion is at the heart of how we lead and manage our people.</p> <p>HEALTH AND WELLBEING To support the implementation of a programme of health and wellbeing activities which ensure that our organisation sustains the wellbeing of our teams.</p> <p>REWARD AND RECOGNITION Support the implementation of remuneration and recognition policies and schemes that deliver best value and attract and retain the talent required to deliver our objectives</p> <p>PERFORMANCE AND TALENT Support our managers in achieving a high performance culture, including effective management of situations where expected standards are met.</p> <p>SYSTEMS AND PROCESSES Ensure that HR processes and systems are consistently well executed and that data is collected and reported as required .</p> <p>Support the regular review of all HR systems, processes and procedures to deliver continuous improvement and maintain statutory and regulatory compliance.</p>
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Person Specification

Knowledge and Experience	<p>A minimum of 2 years' experience of supporting managers, providing advice and delivering value in large scale, fast moving, multi-site organisations.</p> <p>Experience of delivering best in class HR services, training and support, demonstrating operational and commercial and strategic skills.</p> <p>Works at the Chartered Associate level of the Core Behaviours defined in the CIPD 's Profession Map</p> <ul style="list-style-type: none"> • Ethical practice • Professional courage and influence • Valuing people • Working inclusively • Commercial drive • Passion for learning
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	<ul style="list-style-type: none"> • Situational decision-making • Insights focused
Qualifications & Requirements	<p>Educated to Bachelor's degree level or equivalent, CIPD qualified or part-qualified with evidence of continuous professional development.</p> <p>Core knowledge in the following areas to Chartered Associate level, as defined in the CIPD's Profession Map:</p> <ul style="list-style-type: none"> • People practice • Culture and behaviour • Business acumen • Analytics and creating value • Digital working • Change • Specialist knowledge in the following areas to Chartered Associate level, as defined in the CIPD's Profession Map: <ul style="list-style-type: none"> • Employee experience • Employee relations • Diversity and inclusion • Reward • Talent management

