

## Job description

<b>Job Title</b>	<b>Senior HR Advisor</b>
<b>Reports to</b>	<b>HR Manager</b>
<b>Responsibilities</b>	<p>Acting as a strategic business partner to Operations Director you will assist with the planning, design and evaluation of ER related initiatives that support the immediate and future organisational strategic goals and being flexible enough to cope with changes in the organisation as and when they occur.</p> <p>Providing advice and guidance on Employment Relations issues and undertaking reviews around restructures, redundancies or capability issues in line with organisational requirements.</p> <p>Establish, develop and maintain strong relationships with key stakeholders within the organisation and continuous engagement with other functional partners.</p> <p>Level of visible within the operational team, gaining insights and identifying risks with the ability to reach resolutions resulting in positive outcomes.</p> <p>Collaboratively work with the HR function to develop innovative, timely and cost effective best practice solutions that can be implemented across the function as a whole.</p> <p>Management of small HR projects and initiatives as required and deputise for the HR Manager as needed.</p> <p>Provide a high performing operational HR service ensuring that all SLAs are met without undue delay.</p> <p>Take responsibility for resolving day-to-day and, sometimes, more complex HR issues.</p> <p>Manage and support a team of HRA's across a specific geographical area ensuring a high performing operational service is provided to our customers in accordance with committed service levels.</p>

## Person Specification

<b>Knowledge and Experience</b>	<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>Strong ER specific experience, ability to influence and challenge management teams to identify and drive through performance improvement.</p>
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	<p>Experience of delivering best in class HR services, training and support, demonstrating operational and commercial and strategic skills.</p> <p>Experience of managing employee relation cases, including TUPE, Acquisitions, Restructuring and Redundancy.</p> <p>Ability to demonstrate:</p> <ul style="list-style-type: none"> <li>• Ethical practice</li> <li>• Professional courage and influence</li> <li>• Valuing people</li> <li>• Working inclusively</li> <li>• Commercial drive</li> <li>• Passion for learning</li> <li>• Situational decision-making</li> <li>• Insights focused</li> </ul>
<b>Qualifications &amp; Requirements</b>	<p>Educated to Bachelor's degree level or equivalent, CIPD qualified Level 5 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"> <li>• People practice</li> <li>• Culture and behaviour</li> <li>• Business acumen</li> <li>• Analytics and creating value</li> <li>• Digital working</li> <li>• Change</li> <li>• Specialist knowledge in the following areas to Chartered Associate level, as defined in the CIPD's Profession Map:</li> <li>• Employee experience</li> <li>• Employee relations</li> <li>• Diversity and inclusion</li> <li>• Reward</li> <li>• Talent management</li> </ul>

