HR Advisor

## Job details

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| Job title: | HR Advisor |
| Department: | Human Resources |
| Location: | Home based / Remote |
| Reporting to:  (job title only) | HR Lead |
| Direct reports:  (job title only) |  |
| Accountable to:  (where applicable) | HR Lead |
| Responsible to:  (where applicable) | HR Lead |
| Job purpose: | Working within the HR Team, the role will provide responsive and customer focused HR advice and support to assigned areas within the business. The role will partner with managers to provide advice and guidance, ensuring best practice and supporting them where necessary with all aspects of HR support including employee relations, employment law, reward and renumeration. |
| Role and Responsibilities: | * + To provide generalist HR advice and support to assigned managers in the business. To support and advise managers on employee relations casework including performance improvement processes, disciplinaries, grievances, absence management and retirement processes.   + Provide an advisory service to employees ensuring they are fully aware of their rights and entitlements   + Working closely with HR Leads on implementation of the people strategy and assigned projects.   + Coach managers in best practice on dealing with workforce issues including conducting training and support sessions on specific HR topics and processes   + Partner with Managers to provide monthly stats on various elements of HR, e.g. turnover, starters/ leavers/ sickness as required, identifying trends in their area of responsibility and associated actions.   + Monitoring sickness absence in line with the Bradford factor, and highlighting patterns to the managers responsible to manage elements effectively.   + Involve employees in identifying the solutions, to issues identified through the employee survey, and making Vita a better place to work.   + Supporting TUPE processes, grievance, disciplinary and capability investigations and hearings   + Contribute to the continuous improvement of the HR systems and practices   + Ensure excellent compliance and organisation through updating employee files and maintaining the HR information system data   + Communicating effectively with payroll to ensure accuracy in relation to pay issues.   + Collaborate with HR colleagues to monitor and update HR policies in line with current legislation   + To own and manage various projects and responsibilities as assigned in line with the HR strategy.   + Support on well-being and EDI projects in line with priorities assigned from the wider People Services Team.   + Support the HR Director and HR Leads in implementation of People Strategy and on all aspects of group HR processes   + Assisting the wider HR team with support in busy periods as required. |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * + CIPD Qualification or working towards CIPD or a desire to do so. |
| **Experience** | * + Previous HR experience within an HR environment   + Experience of formal HR processes including disciplinaries, grievances, performance management and sickness management issues   + Experience of using HR systems/ databases   + Commitment to   + Experience on advising managers on a broad range of HR topics | * + HR experience within the healthcare sector   + Project Management experience of managing company wide projects eg EDI projects, workforce planning, well-being etc. |
| **Skills/knowledge** | * + A good understanding of employment law, and processes   + IT literate – intermediate level minimum |  |
| **Specialist training** | * + Experienced in Microsoft Office (inc Word, Excel, Powerpoint) | * + More advanced excel skills desirable |
| **Personal competencies and qualities** | * + Excellent verbal and written communication skills, including the confidence and ability to work with managers across all levels of the business   + High level of enthusiasm and motivation   + Ability to work individually or within a team and foster good working relationships   + An awareness of and commitment to supporting and facilitating diversity and inclusion   + Ability to work under pressure   + Excellent time management and organisational skills   + High level of attention to detail   + Evidence of values that are consistent with the NHS constitution.   + Interpersonal skills to engage and develop working alliances with colleagues and patients.   + Evidence of an openness to learning new knowledge and skills.   + Excellent verbal and written communication skills |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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