

# HR Advisor

## Job details

<b>Job title:</b>	<b>HR Advisor</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Location:</b>	<b>Remote</b>
<b>Reporting to:</b>	Corporate HR Lead
<b>Job purpose:</b>	<p>To produce reports and offer benefits advice, offering support with data from the relevant channel for all areas of the business.</p> <p>To provide responsive and customer focused HR advice and support to the services within the business. Advising managers on best practice and supporting them where necessary.</p>
<b>Main Role and Responsibilities:</b>	<p><b><u>Routine tasks</u></b></p> <ul style="list-style-type: none"> <li>✔ Support the Corporate HR Lead with grievance, disciplinary and capability investigations, and hearings</li> <li>✔ Produce all regular and ad-hoc reports as requested, using the internal HR system on sickness, turnover, starters and leavers etc</li> <li>✔ Advising on employee relations casework including performance improvement processes, disciplinaries, grievances, absence, retirement processes</li> <li>✔ Manage the sickness absence process from start to finish, keeping PeopleLog records up to date, processing absence forms, informing payroll of changes, liaising with the individuals and insurers</li> <li>✔ Proactively support with employee sickness absence meetings and advise on the implementation of appropriate reasonable adjustments</li> <li>✔ Manage Access to Work scheme process, from reviewing reports to requesting and organising payment of equipment</li> <li>✔ Oversee the above and beyond initiative, long service awards and manage the childcare voucher schemes</li> <li>✔ Run benefits platform and Benenden reports and be the first point of contact for queries</li> </ul>

- ✔ Monitor clinical registrations and check the online registers where applicable and send report to relevant service lead
- ✔ Run annual leave reports at the six-month mark and send to the line managers for action
- ✔ Run DBS reports and oversee the process from start to finish
- ✔ Provide general HR advise to employees
- ✔ Assist in overseeing HR Admin team, providing guidance on prioritising workload and offering support where needed

**HR Documentation**

Manage and undertake regular archiving in line with legislation.  
Updating HR management system with all relevant information.

**HR projects**

Assist the Corporate HR Lead where required.  
Any other ad-hoc duties as required.



Person specification

	Essential	Desirable
<b>Qualifications</b>	GCSE English (or equivalent)	
<b>Experience</b>	<p>Previous HR experience within an HR environment</p> <p>Experience of HR formal processes including disciplinaries, grievances, capabilities, sickness management</p> <p>Experience on advising managers on a broad range of HR topics</p>	<p>HR experience within the healthcare sector</p> <p>Experience of using HR systems/ databases</p>
<b>Skills/knowledge</b>	<p>Confidentiality</p> <p>Excellent written and verbal English</p> <p>A good understanding of employment law, and processes</p>	Employment Law
<b>Specialist training</b>	Skilled in Microsoft Office (specifically Word, Outlook and Excel)	More advanced excel skills desirable
<b>Personal competencies and qualities</b>	<p>Excellent verbal and written communication skills</p> <p>High level of enthusiasm and motivation</p> <p>Ability to work individually or within a team and foster good working relationships</p> <p>An awareness of and commitment to supporting and facilitating diversity and inclusion</p> <p>Excellent time management skills</p> <p>Highly organised</p>	



## Version Control

Owner:	Human Resources	Review:	Annually	Classification:	1 (Proprietary)
Author:	Human Resources	Version:	V1.2	Status:	PUBLISHED
Date Published:	06/08/2020	Code:			

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

