HR Advisor

**Job details**

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| **Job title:** | **HR Advisor** |
| **Department:** | **Human Resources** |
| **Location:** | **Remote** |
| Reporting to: | Corporate HR Lead |
| Job purpose: | To produce reports and offer benefits advice, offering support with data from the relevant channel for all areas of the business.  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. |
| Main Role and Responsibilities: | **Routine tasks**  * Support the Corporate HR Lead with grievance, disciplinary and capability investigations, and hearings  * Produce all regular and ad-hoc reports as requested, using the internal HR system on sickness, turnover, starters and leavers etc  * Advising on employee relations casework including performance improvement processes, disciplinaries, grievances, absence, retirement processes  * Manage the sickness absence process form start to finish, keeping PeopleLog records up to date, processing absence forms, informing payroll of changes, liaising with the individuals and insurers  * Proactively support with employee sickness absence meetings and advise on the implementation of appropriate reasonable adjustments  * Manage Access to Work scheme process, from reviewing reports to requesting and organising payment of equipment  * Oversee the above and beyond initiative, long service awards and manage the childcare voucher schemes  * Run benefits platform and Benenden reports and be the first point of contact for queries |

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|  | * 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.  **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice |

# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSE English (or equivalent) |  |
| **Experience** | Previous HR experience within an HR environment  Experience of HR formal processes including disciplinaries, grievances, capabilities, sickness management  Experience on advising managers on a broad range of HR topics | HR experience within the healthcare sector  Experience of using HR systems/ databases |
| **Skills/knowledge** | Confidentiality  Excellent written and verbal English A good understanding of employment  law, and processes | Employment Law |
| **Specialist training** | Skilled in Microsoft Office (specifically Word, Outlook and Excel) | More advanced excel skills desirable |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  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  Excellent time management skills Highly organised |  |

Version Control

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

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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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