Senior HR Advisor (NHS)

## Job details

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| Job title: | Senior HR Advisor (NHS) |
| Department: | Human Resources |
| Location: | Bristol |
| Reporting to: (job title only) | NHS HR Lead |
| Direct reports: (job title only) |  |
| Accountable to: (where applicable) | HR Director / NHS HR Lead |
| Responsible to:(where applicable) | HR Director / NHS HR Lead |
| Job purpose: | Working within the HR Team, the role will lead on HR projects and provide responsive and customer focused HR advice and support to the NHS services within the business. With significant HR experience, the role with confidently advise on HR processes and best practice in relation to TUPE processes, redundancies, employee relations, employment law, reward and remuneration. Regular travel may be required. |
| Role and Responsibilities: | * + To confidently lead on and manage various projects and responsibilities as assigned in line with the HR strategy.
	+ Identify reports that help support managers, and look to proactively set up processes and initiatives to help managers deal with HR issues effectively e.g. turnover, starters/leavers/sickness as required.
	+ Advising on complex employee relations casework including performance improvement processes, disciplinaries, grievances, absence, retirement processes.
	+ Providing general HR advice to employees
	+ Manage complex sickness issues within the existing workforce, and advise/ support on the implementation of appropriate/ reasonable adjustments are implemented.
	+ Lead on and Co-ordinate assigned tasks and responsibilities in relation to TUPE processes.
	+ Confidently manage and advise on complex grievance, disciplinary and capability investigations and hearings
	+ Coach managers in best practice on dealing with a variety of difficult scenarios including conducting training and support sessions on specific HR topics and processes
	+ Collaborate with HR colleagues to monitor and update HR policies in line with current legislation
	+ Identify workforce planning needs, and implement strategies for successful succession planning.
	+ Ensure recruitment is being delivered and managed as efficiently and effectively as possible from advert to hire.
	+ Provide sound advice on recruitment and selection strategies.
	+ Lead on well-being strategies across the NHS teams, and demonstrating a thorough understanding of Equality, Diversity and Inclusion issues, and ensuring inclusive culture is imbedded across the business.
	+ Support the HR Director on all aspects of group HR processes
	+ Involve employees in identifying the solutions, to issues identified through the employee survey.
	+ Take a lead in developing and supporting the continuous improvement of the HR systems and practices. Identifying areas for improvement and delivering on these
	+ Ensure excellent compliance and organisation through updating employee files and maintaining the HR information system data
	+ Assisting the wider HR team with support in busy periods as required.
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| 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
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| **Experience** | * + Previous HR experience within an HR environment
	+ Experience of complex formal processes including disciplinaries, grievances, capabilities, sickness management
	+ Previous experience in Redundancies and TUPE processes
	+ Project Management experience of managing company wide projects eg EDI projects, workforce planning, well-being etc.
	+ Experience on advising managers on a broad range of HR topics
 | * + HR experience within the healthcare sector
	+ Experience of using HR systems/ databases
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| **Skills/knowledge** | * + A good understanding of employment law, and processes
	+ IT literate – intermediate level minimum
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| **Specialist training** | * + Experienced in Microsoft Office (inc Word, Excel, Powerpoint)
 | * + More advanced excel skills desirable
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| **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
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# 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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