

Job Description

Department	Human Resources
Job title:	Human Resources Advisor
Location:	Freeways Head Office, Abbots Leigh (some home working)
Accountable to:	HR Manager
Accountable for:	HR Administrators/Assistants

Job Purpose

To provide business focused professional HR advice. To work closely with managers to ensure effective people management that supports high quality service delivery.

Key Responsibilities and Objectives

- Support the HR Manager in the provision of a professional, credible and efficient HR service.
- Enable pragmatic outcomes within HR good practice and best fit solutions ensuring legal compliance to current legislation.
- Ensure that all relevant legislative requirements, including those relating to diversity (all protected characteristics of the Equality Act), are embedded in the development of project and policy work and in any advice provided to line managers or others.
- Coach and mentor line managers and support functional heads or directors to develop up to date people management techniques and consider wider impact on employee engagement and wellbeing.
- Support the development of succession planning appropriate for the needs of the business.
- Support line management by involvement with disciplinary, grievance, sickness absence cases in accordance with Freeways procedures and to minimise risk and financial exposure.
- Assist in the review, development and implementation of employment policies.
- Support the creation, delivery and evaluation of training/development programmes.
- Participate in management, staff representative and team meetings as required in order to ensure that HR Advice is available to managers/staff within Freeways and be responsible for taking such actions as may be required from those meetings.
- Identify, recommend and promote continuous improvement within HR management practices across Freeways.

- Line-manage HR Administrators/Assistants as required.
- Produce and analyse statistical data from the HR databases to include sickness absence, OH referrals, recruitment and selection in order to publish useful management information.
- Take responsibility for own personal development, particularly within current employment law and good practice HR initiatives.
- Participate in or project-manage discrete pieces of work, as reasonably directed.
- In line with Freeways policy, be responsible for matters relating to personal health and safety and ensure that current health and safety regulations are met.

Additional Responsibilities

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their band.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Health and safety responsibilities:

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

Equal opportunities:

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their pay grade.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

Person Specification – HR Advisor

Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.

Requirements:	Essential	Desirable	Assessment
Knowledge and Qualifications:			Application Form
CIPD Level 5 qualified or working towards.	E		Application Form
Member of CIPD		D	Application Form
Up to date knowledge of employment legislation (in particular employee relations) and good practice understanding	E		Interview/ Application Form
Good technical appreciation with a sound knowledge of Microsoft Office products	E		Interview/ Application Form
Experience			
Proven generalist HR experience	E		Interview/ Application Form
Practice experience of developing, implementing and evaluating HR policies and procedures (e.g. Discipline, Grievance, Capability, Sickness Absence, Recruitment)	E		Interview/ Application Form
Other Skills and Abilities			
Ability to deal with competing demands, while producing work of a high quality.	E		Interview/ Application Form
Effective communication skills (including presentation skills) in order to promote key, professional HR advice.	E		Interview/ Application Form
Strong organisational, administrative and planning skills. Ability to influence others.	E		Interview/ Application Form
Ability to Line Manage HR Administrator/s.	E		Interview/ Application Form
Experience of supporting the delivery and evaluation of management training	E		Application Form
Understanding of HR issues within the care sector		D	Application Form
Willingness to travel across the geographical area.	E		Application Form