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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | HR Advisor | Department | HR |
| Function | Human Resources | Site | FAK |
| Date |  | Approved by  (manager) |  |

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| SECTION 2 – JOB SUMMARY |
| This position exists to provide support to the allocated areas of the business. The role must ensure a seamless and efficient HR service to these organisations calling on the expertise within other areas of HR whilst providing a prime point of contact for them. The role is to work with managers across the business to ensure that legislation and ‘best practice’ is adhered to. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Business Partnering**  Be involved at the decision-making stage of business activities  Analyse effectively and articulate the broader implications and risks associated with a particular course of action  Offer a wide range of options and recognise and advise on the risk of such options  Consider the long-term impact of a decision  Demonstrate commercial awareness by actively seeking business information and using it to make appropriate decisions  Consider precedents across the business when making decisions  Contribute to the HR Plan  Develop proactive relationship which is recognised by the business  Make effective contributions at HR team briefs and business meetings. Able to effectively lead meetings.  Ensure managers carry out feedback from the EOS for specific function areas  Manage HR-related agenda items on dept team meetings  Proactively share information within the HR team  Contribution towards monthly board reports | 25% |
| **Resource Planning** (recruitment, succession planning, redundancy)  Full understanding and grasp of redundancy legislation  Discuss calculations with line managers and employees. Carries out consultation meetings, organises schedules and sets up meetings, facilitates communications and letters  Assist at assessment centres for junior to mid management levels or recruitment up to £35k  Ensure all recruitment paperwork, vacancy requisitions, job profiles etc are completed correctly and authorised prior to processing.  Support the recruitment process between site and the specialist recruitment team. | 5% |
| **Training & Development**  Coach managers through situations and provide feedback on their performance  Coach employees and managers on the absence management process, ensuring that the manager deals appropriately with employees off sick.  Ensure skills and professional expertise are regularly maintained and updated through seminars, attending tribunals etc.  Provide feedback to HR Manager Specialist on identified issues in the business areas which may require learning interventions  Act as a link between specialist and the dept. to support employees’ development.  Competent design and delivery of presentations / workshops e.g. Management type skills to facilitate operational decision-making and/or policy. Workshops would involve exercises / interaction / facilitating discussions.  Work with specialist team to ensure the Annual Review process is completed throughout the business. | 10% |
| **Professional Knowledge, Policy & Procedure**  Good understanding of employment legislation, case law and its application (e.g. TUPE, redundancy, tribunal documentation, constructive dismissal, flexible working) as a basis for assisting managers with day to day decision-making and advice.  Undertake activities within the requirements of legal compliance.  Good knowledge of company policies and procedures and ability to interpret and apply policies as appropriate.  Provide effective explanations of existing policy and mechanisms.  Identify the need to change a policy and work with HR Admin Manager to design and implement.  Liaise with key players in the business to finalise and agree new policies with HR Admin Manager  Educate the business on any changes to policy.  Consider all business areas and any associated impact when developing / launching policies.  Identify areas for new HR Policy. Liaise with the business on policy and develop recommendations in terms of cost-effectiveness and minimising risk.  Identify risk vs. cost explanation with regards to company policy and legislation.  Give consideration to cost/process/time/ quality when undertaking an activity.  Ensure that knowledge and skills are updated on a regular basis through the use of internal and external professional resource and through commitment to achieving personal objectives. | 10% |
| **General Advice**  Assess and recognise ambiguous situations and flex policies to deal with situations. Suggest options for solutions at middle/senior management level), assess impact of decisions and provide solutions to minimise risk.  Advise and coach line managers at disciplinary meetings, counselling sessions and grievance meetings for issues up to senior manager level.  Provide mediation for all parties to reach a successful outcome.  Provide objective guidance to employees whilst minimising the impact on the business.  Identify absence issues per department and work with the department on action plans.  Focus on addressing individual absence issues.  Provide solutions and mechanisms to encourage people back to work in the shortest reasonable timeframe.  Development of final letters for Disciplinary/appeal outcomes and Grievance findings | 45% |
| **Project Management**  Ability to manage projects, including resources, costs, time implications  Take responsibility for a range of HR projects as proposed by the HRMs | 10% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) |  |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) |  |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Previous HR exposure at a management level  Experience of deploying HR change initiatives across a diverse group of employees  Broad range of HR knowledge and up to date understanding of best practice and employment law  Ability to influence and persuade challenging internal customer client base and external contacts.  Previous experience of building good internal customer relationships  Good IT skills especially in Microsoft Office  PERSON SPECIFICATION:  The post holder is expected to carry out the following duties to fulfil the position to a satisfactory level:  Adhere to Company’s Equal Opportunities and Health & Safety Policies.  Ensure high quality standards and hygiene are maintained.  Adhere to Company Financial procedures.  Respect individual and Company confidentiality rights.  Demonstrate a positive and committed attitude.  Support a culture of continuous improvement.  Show commitment to personal and team development.  Demonstrate a flexible approach. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers | Liaises with levels up to Senior Managers internally/externally  External contact with suppliers, government and legal bodies. Contribute towards functional plans  Recommend appointment and termination up to management level  Advise on employee relations matters involving employment law up to senior management level | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Office based with travelling to other sites at times. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | Advisor |
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|  | Reports to (Job Title) | Head of HR for the division |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |