

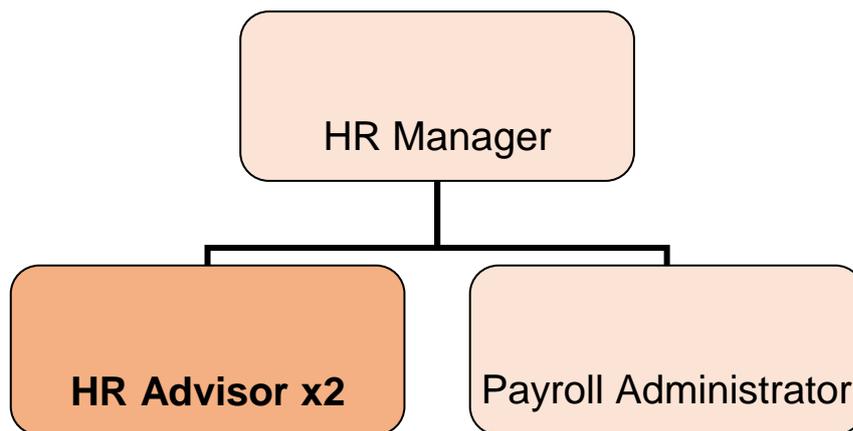
Job Title:	Human Resources Advisor
Salary Range:	£30,000-£32,000
Responsible To:	Head of Human Resources

1. Job Summary

The post holder is responsible for assisting the Head of HR with the delivery of the full employee lifecycle to managers and members of staff within the organisation. They will be required to advise on and implement policies relating to the effective use of HR in the organisation such as absence management, capability, investigations, disciplinary and grievance matters, working practices and conditions of employment. As well as supporting with recruitment activity ensuring that recruiting managers, applicants, candidates and prospective employees receive high quality customer service.

The post holder will be expected to work flexibly and travel between regions in accordance with business need.

2. Organisation Chart



3. Key Tasks

- Support and advise managers across the organisation on terms and conditions of employment, policies and procedures including absence management, maternity, probation, capability and disciplinary (escalating more complex issues to the HR Manager).
- Advise staff on terms and conditions policies and procedures, including maternity and paternity leave, grievances, pay and any other issues which affect their employment with the organisation.
- Work closely with the HR manager on employee relation cases seeking their support and advice when needed
- To work in partnership with colleagues to deliver a speedy, efficient, responsive and effective recruitment service.
- To manage the candidates' expectations, ensuring they are kept engaged and informed throughout their experience.
- To deputise for the Head of HR as required.

4. Operational Tasks

General

- To demonstrate the values of the organisation and to influence managers in best practice processes.
- To carry out project work as directed by the HR Manager.
- To assist the HR team with monthly payroll deadlines and processing.
- To manage, store, use and maintain 'personal data' and 'sensitive personal data' in compliance with Data Protection Policy and General Data Protection Regulations and notify any concerns over potential breach of DPA to the Head of HR with recommendations for action to ensure compliance.
- To update manual and computerised Personnel record systems and provide reports and analysis of information when required.
- Actively contribute to the efficient running of the HR department assisting the Head of HR with ad hoc assignments where necessary and pro-actively work on HR initiatives.
- To fulfil any other duties and responsibilities as required from time to time that are reasonable and commensurate with this role.

Employee Relations

- To managing a caseload of complex Employee Relations issues such as performance, capability, employee grievances, disciplinaries, long and short-term sickness and discrimination issues.
- To coach and advise line managers on investigating and resolving ER issues by providing training.
- To support equity, diversity & inclusion by providing accurate and appropriate advice, training and support to managers.
- To coordinate the Absence Management Policy and maintain the absence triggers for the organisation, reporting outcomes to the HR Manger and managers.
- To monitor all disciplinary, grievances and employee relations issues to identify trends and advise accordingly.
- To work with the Head of HR to develop policies and procedures in line with legislation, terms and conditions of service and best practice.
- To keep up to date with employment law changes and to be responsible for informing the team in meetings of these changes under the guidance of the Head of HR.
- To ensure all leavers are given the opportunity to participate in an exit interview either online or face to face where appropriate.
- To collate and analyse leaver data identifying common trends and implementing action plans to address concerns where appropriate.

Recruitment

- To liaise with the recruiting manager for the advertising and selection process.
- To manage the full lifecycle from initial attraction through to assessment and offer.
- To research and benchmark our position against similar organisations to ensure that we remain a competitive employer in the sector.
- To be able to negotiate favourable contracts between the recruitment agency, employers and employees.
- To work with recruitment agencies and search firms to manage internal processes as required.
- Ensure candidates are progressed in a timely manner, supporting all stages – pre-screening, shortlisting, arranging interviews

- To ensure all recruitment processes adhere to the CQC and Health & Social Care Act recruitment standards.
- To ensure all pre-employment checks are completed as required in a timely manner.
- To touch base with all new starters after weeks 2, 4, 8 and 12.
- To liaise with recruiting managers to ensure all IT/Tech is set up and ready for new starters e.g. email login, laptop, online training account etc.

Learning & Development

- To work with the Head of HR to design and implement the overall people priorities including succession and talent planning, culture improvement initiatives, employee engagement strategies, core mandatory content and other organisational development programmes.
- To manage the mandatory training provision for the organisation, ensuring face to face and online courses are sourced as required.

5. Communications

- Monthly reporting of all required HR KPI measures.
- To monitor all aspects of performance through a regular cycle of meetings with key stakeholders.
- To create and maintain an efficient, friendly and helpful environment within the Human Resources team.
- To establish and develop good working relationships at all levels throughout the organisation with internal and external stakeholders.

6. Finance

- To influence and contribute to the management of the recruitment and training budgets.

7. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.
- **Equity, Diversity & Inclusion**
To act in accordance with the Organisations Equity & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

8. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

9. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

HR Advisor

	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"> • GCSE in Maths & English grade A-C or equivalent. • Excellent knowledge of Microsoft applications including, Outlook, Word, Excel, PowerPoint • Working knowledge of computerised HR systems. 	<ul style="list-style-type: none"> • CIPD Level 3 or equivalent qualification or experience in relevant discipline. •
Experience	<ul style="list-style-type: none"> • Experience of working in a generalist HR role. • Up to date working knowledge of current employment legislation. • A demonstrable record of success in previous roles. 	<ul style="list-style-type: none"> • Previous experience of working in the social care sector and knowledge of current safeguarding regulations.
Communication & People Skills	<ul style="list-style-type: none"> • Confident communicator with excellent telephone manner • Excellent written communication skills in order to write well-structured letters and master documents to be used in the HR department • Personal drive for high work standards/excellence • Ability to work as part of a team and provide consistent support • Able to use own initiative 	<ul style="list-style-type: none"> •
Organisation Skills	<ul style="list-style-type: none"> • Good time management skills • Able to anticipate needs and requirements • Excellent prioritising skills and ability to be flexible in order to support changing priorities • Able to manage changing volumes of workload • Thorough and methodical • Able to work in a busy environment and to tight 	<ul style="list-style-type: none"> •

	deadlines.	
Specialist Skills	<ul style="list-style-type: none"> • Ability to cope with working remotely and leading the HR focus at a regional level. • Understanding of the need for confidentiality and ability to work with confidential data in a professional manner • Ability to work on a number of projects simultaneously • Ability to work with complex and sensitive information as required. 	
Other	<ul style="list-style-type: none"> • Flexibility and ability to travel between regions. • An acceptance of and commitment to the principles underlying Langdon's Equity, Diversity & Inclusion and Health & Safety Policies. 	