



Job Description

Human Resources Advisor

Aim of the Post:

To support the HR Department and managers and staff from across the organisation, ensuring the delivery of a consistent, effective and efficient HR service.

To manage employee relations matters in accordance with the Consortium's policy framework and employment legislation.

Responsible to: Human Resources Manager

Responsible for: Not applicable

Salary: £30,354.31 - £31,995.97

Tasks associated with the post:

- To share day-to-day workload equally with the Senior HR Advisor, unless the Senior HR Advisor is working on other projects.
- Providing a professional and efficient generalist HR service, working within policy, and within regulatory and statutory frameworks to meet the needs of the individuals we support.
- Processing all correspondence accurately in an efficient, effective, timely and professional manner, ensuring databases and filing systems are kept up to date.
- Providing a service which will include the processing of the following tasks, within Consortium and statutory procedures:
 - Managing absence effectively to reduce the level of absenteeism.
 - Short term sickness absence management, including arranging and disciplinary hearings for breaches of the Consortium's Management of Absence Policy.
 - To ensure all absence is managed in a timely manner; ensuring all absence is recorded, and breaches managed efficiently and effectively.
 - Liaising with the HR Manager around any complex absence cases.
 - To inform the HR Manager when an absence has become long term, in accordance with policy.
 - Ensuring the statutory procedure is adhered to when a Request for Flexible Working is received, ensuring compliance with the timescales set within the Flexible Working Policy and ensuring letters are issued at every stage of the procedure.

- Providing support and guidance to managers on receipt of a Flexible Working Request ensuring compliance with the Flexible Working Policy.
- Processing Contract Variations, including notifying the Payroll Department of any changes to Contracts of Employment.
- Checking all Probationary Assessments received within the HR department, to ensure all standards have been met and to ensure the manager has recorded the correct outcome.
- Ensuring Probationary Assessments are processed, taking into consideration the end date of the Probationary Period.
- Processing DBS applications.
- Vetting job applicants to ensure compliance with RISCA Regulations.
- Arranging, and attending Disciplinary Hearings, sending appropriate letters and paperwork and providing advice to Disciplining Officers on HR related matters arising from the disciplinary proceedings.
- Responding to requests for references *e.g. employment references, mortgage and property rental reference requests etc in accordance with the GDPR and Data Protection Act.*
- Processing Refer a Friend payments, monthly, including providing details of the payments required to the Payroll Department.
- Ensuring the HR Manager is updated on their case work and advice being given to management, to ensure advice given remains consistent.
- Maintaining all computerised systems and databases used within the Human Resources Department, inputting and extracting data, ensuring all data is accurate and up to date.
- In the absence of the Senior HR Advisor, to provide accurate HR and Workforce data and reports to a range of recipients as and when required, e.g. monthly, quarterly, ad hoc.
- To provide advice and guidance to management on the practical implementation and application of HR policies, looking for workable solutions to meet the needs of CLC operations and the needs of the people we support, whilst maintaining compliance with employment legislation.
- To process all correspondence in an effective, timely and professional manner ensuring the database and filing systems are up to date.
- To respond to HR related queries received via telephone, e-mail, letter or in person, within the boundaries of confidentiality and in accordance with policy and procedure and to pass to appropriate person where required.

- Always looking for and making suggestions for improvement within the department to create a more effective and efficient service that meets the needs of the people we support.

Other general duties:

- To keep up to date on changes in employment legislation, regulation and best practice, ensuring any changes are communicated and incorporated into working practices as directed by the Human Resources Manager.
- Promoting work practices in line with the values and beliefs of the Consortium.
- Ensuring that all relevant policies and procedures are followed and available to staff, ensuring that the core values of the Organisation are represented.
- Complying with all responsibilities stated in the Health & Safety Policy.
- Complying with the CIPD Professional Code of Conduct
- Complying with the Consortium's policy framework.
- Complying with their terms and conditions of employment, the Consortium's Code of Practice and the Social Care Wales Code of Professional Practice for Social Care.
- Representing the agency in meetings with external professionals, creating a positive image.
- Reporting incidences and allegations of abuse and inappropriate practice in line with policy and procedure.
- Attending, contributing and actively participating in meetings, including HR team meetings.
- Participating in learning and development opportunities as identified by the Consortium and the Human Resources Manager to promote workforce development and to ensure effective performance in their role, this includes online learning.
- Attending, contributing to and actively participating in the Performance Management process, i.e. Supervision and Appraisal.
- Being committed to self development and embracing the concept of Continuous Professional Development.
- To positively embrace change within the department and the Consortium and promote the changes positively to colleagues, managers and employees.
- To ensure all work is undertaken confidentially and within the principles of Data Protection and GDPR.
- Ensuring the workplace is free from discrimination on any grounds.
- To build and maintain professional relationships with all internal departments and external customers, promoting effective communication.
- Any other duties that may be considered appropriate to the grade and role of Human Resources Advisor as identified by the Human Resources Manager and the Consortium.



Name: **Signed:** **Date:**

Person Specification - HR Advisor

The organisation expects its workforce to have the appropriate skills and qualities to ensure effective performance in their job role.

Qualifications

Essential:

- Minimum CIPD Level 5.
- Numeracy skills, minimum A* to C grade GCSE or equivalent.
- Literacy skills, minimum A* to C grade GCSE or equivalent.

Desirable:

- Member of the Chartered Institute of Personnel and Development (CIPD)
- Qualification in employment law.

Experience

Essential:

- Experience of working within a busy HR Generalist role.
- Experience of working within a busy HR Department.
- Extensive and recent experience in the management of absence.
- Experience of providing sound advice to managers and staff on a range of HR related activities in accordance with policy and employment law.
- Experience of arranging disciplinary hearings.
- Experience of attending disciplinary hearings in an advisory capacity.
- Experience of applying employment law to practical working arrangements
- Experience of verifying recruitment paperwork, including DBS vetting procedures and Work Visas for Non-UK Nationals.
- Experience of using databases for inputting and extracting information.
- Processing DBS applications.

Desirable:

- Experience of working within a social care environment.

Skills

Essential:

- Excellent verbal and written communication skills.
- Quick to learn new processes.
- Influencing and negotiation skills.
- Able to maintain effective working relationships with staff and managers at all levels and representatives of external bodies.
- Able to work on own initiative.
- Able to work as part of a team.
- Use of information technology, including
 - Microsoft software packages
 - inputting data onto databases
 - producing reports from databases
 - use of email
- The ability to manage own workload and time.
- The ability to demonstrate a high level of accuracy and attention to detail.
- Able to maintain confidentiality at all times.
- The ability to prioritise own workload, and able to respond as priorities change.

Desirable:

- The ability to communicate in Welsh.

Knowledge

Essential:

- Sound fundamental knowledge and understanding of best modern HR practice.
- Good knowledge and understanding of current employment legislation, in particular the Equality Act, and how it impacts on an organisation, HR practices and policy application.
- Good working knowledge of Disciplinary and Sickness Absence Management Procedures, up to dismissal.

Desirable:

- An understanding of social care.

Other requirements:

Essential

- Flexibility, to ensure appropriate cover within the department in accordance with the Hybrid Working Policy.
- Current driver's licence that enables you to drive within the UK.



- To be able to travel as required.
- Business Class 1 vehicle insurance.

Name: **Signed:** **Date:**