

## JOB DESCRIPTION

<b>Job Title</b>	Senior HR Advisor
<b>Reporting to:</b>	The Executive
<b>Main purpose of Job</b>	To support the Executive and management team on all aspects of HR management, policy development and HR strategy.

### MAIN DUTIES

- To be responsible for providing professional support, guidance and advice to managers and staff on HR related issues
- Work with the Executive Team on strategic HR initiatives
- Coach and advice managers on HR policies and procedures
- Support the management team with employee relations issues

### POLICIES AND PROCEDURES

- Provide professional HR generalist advice and support to stakeholders on the full range of Human Resources matters
- Maintain a full knowledge of Terms and Conditions of Employment, Trust Policy and Procedures, Employment Law and HR best practice to ensure Trust compliance
- To be the main point of contact for any HR issue, supporting and coaching other members of the team when necessary
- Review, develop and update policies and procedures in line with legislation and best practice, and identify opportunities for improvement
- Ensure all key HR processes are carried out to the highest standards and are fit for purpose
- Ensure compliance with policies and procedures, providing training and support to colleagues where required.

### RECRUITMENT AND SELECTION

- Assist Recruiting Managers and the recruitment team with attracting and selecting high quality candidates, whilst following the Safer Recruitment Principles
- Develop our recruitment and selection processes to ensure they match the values and needs of the Trust
- Review and write Job Descriptions / Person Specifications / adverts where appropriate and provide support in the selection process
- Provide professional advice and guidance on Contracts of Employment and Offer Letters to ensure compliance and equality

[www.discoverhannahs.org](http://www.discoverhannahs.org)

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Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



## INVESTIGATIONS

- Support the management team with formal investigations, including potential safeguarding or disciplinary issues
- Attend formal meetings, take notes and produce reports, advising and contributing to the decision-making process
- Ensure any follow-up action is completed in a timely manner
- Support any formal reviews or recommendations

## DISCIPLINES, GRIEVANCES AND CAPABILITY

- Advise managers on any potential concerns, ensure consistency and fairness in the application of our policies
- Take part in all levels of disciplinary, grievance, capability issues including investigations, hearings and appeals as required
- Work with relevant managers with performance management issues, ensuring realistic targets and objectives are met
- Support and coach colleagues and managers on the processes and best practice

## MANAGEMENT INFORMATION

- Assist in the development, management and maintenance of computerised people management systems
- Provide meaningful information for Senior Management and Trustees as required
- Ensure all our HR systems and records comply with GDPR

## TRAINING AND DEVELOPMENT

- Assist in the researching, designing, preparing and delivering of training programmes for line managers on HR policy and procedures
- Support the Employee Induction Programme

## ABSENCE MANAGEMENT

- Management of the Absence Management Process to ensure staff are managed through the process, in a sensitive and fair way
- Ensure staff are well supported during their absence from the Trust
- Liaise with our Occupational Health Provider to ensure the Trust receives the appropriate advice following long term absences or on-going health issues
- Support managers during short term absence management reviews, or capability meetings

## COLLEAGUE WELFARE

- Review the usage of the Trust's Employee Assistance Programme
- Promote the EAP to staff
- Periodically review other providers to ensure the EAP meets our ongoing needs

## CHANGE MANAGEMENT

- To assist in the development and implementation of end to end change management programmes in support of business objectives
- Advise and support organisational change including liaison, consultation and negotiation with staff, in line with the needs of the business

## REWARD AND RECOGNITION

- Work with staff to ensure colleagues are recognised and valued within the Trust
- Develop, consult and implement a reward and recognition strategy

## COMMUNICATION

- Represent the Trust in a positive and professional manner at all times
- Communicate with everyone on site effectively and appropriately at all times
- Provide effective written and verbal communication
- Share experience with colleagues to allow for continued improvement in communication
- Attend relevant meetings as required

## TEAMWORKING

- Build and maintain effective relationships with key stakeholders within the Trust
- Work closely with the Director of Adult Services and the Head of Care to ensure the HR team is fully meeting their requirements and expectations
- To provide coaching and mentoring to the HR Advisor as required

## PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development
- To maintain awareness and keep updated with the latest HR initiatives, thinking, sharing new ideas with colleagues in order to improve organisational performance
- Attending training internally and externally as required or instructed

## VALUES

- To act as a positive and professional ambassador in order to support the Trust's Vision, Mission and Values
- Facilitate good practice in others by acting as a role model at all times.
- Respect and value all Adults and staff within the Trust.

## SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice

## HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

## EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

**CONFIDENTIALITY**

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

**FLEXIBILITY**

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post