

**Job Title: HR Advisor**

**Grade: 9-10**

**Job Family: Management and Business Support**

**Responsible to: HR Business Partner**

**Responsible for: None**

**Evaluated by Grading Panel: 17/4/2018**

**Version: 1**

### PURPOSE

The overall purpose of the HR Advisor is to develop a thorough understanding of current and future business objectives, to identify the HR interventions needed to enable achievement of those objectives and ensure implementation through proactive partnership working with managers. The role will work to build a holistic organisational development approach which builds the capacity and capability of the workforce and engenders a culture of continuous improvement.

The HR Advisor will deliver a high quality, proactive, effective, efficient and timely HR advisory and support service to key stakeholders and managers throughout the organisation, whilst keeping informed of best practice developments in order to contribute to the amendment and development of HR policies to meet emerging needs and good practice. She/he will assist the HR Business Partner in providing an excellent HR service which is fully cognisant of current and future challenges, objectives and associated people requirements, proactively identifying opportunities where HR can add value.

The post holder will work in partnership with Organisational Development to ensure a holistic people approach. The HR Advisor the post holder will support the HR Business Partner with the operational and financial management of the HR. The post holder will work with colleagues across the organisation in line with KNH's core behaviours and values, supporting the HR Business Partner and the Head of HR and OD to deliver the organisation's purpose, vision and objectives.

A key component of the role will be to develop a culture of high performance within teams (high challenge/high support) and continuous improvement in line with KNH's Service Plans, Medium Term Financial Plan, the joint Delivery Plan and Kirklees Council's key objectives to deliver a customer focused service.

The HR Advisor will lead and manage a customer focused holistic HR service, ensuring high performance, excellent service delivery and partnership working by co-ordinating the work of

their service area, ensuring resources are available where and when they are needed. The role will deliver effective line management to staff, including providing support and guidance in managing caseloads and queries.

The HR Advisor will deputise for the HR Business Partner and other colleagues, as required.

## ROLE DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- › To deliver responsive and innovative HR solutions which respond to current and future requirements and assist in achieving business objectives and KPI's.
- › To provide high quality professional support and guidance to managers in relation to all HR matters including employment legislation, pension scheme entitlements, terms and conditions and individual case management.
- › To proactively work with managers to deliver resource requirements using existing processes or by delivering alternative focused solutions.
- › To provide advice and guidance in relation to organisational change including reviewing structures, assisting in the development of job descriptions, advising on the handling of potential redundancies and the management of deployment.
- › To deliver continuous improvement in the provision of advice to managers through work conducted individually and as part of the HR team, regularly seeking feedback as to how the service could be improved.
- › Ensure staff use effective techniques and approaches which promote longer term resilience and early help towards sustainable tenancies and lifestyles through early intervention and prevention.
- › Undertake formal duties in relation to employment legislation, including court action or Employment Tribunals, implementing appropriate legislation and codes of practice, preparing the associated paperwork accurately in a timely manner.
- › Assist in the planning, co-ordination and deployment of resources and workload appropriately to meet team and business demands.
- › Ensure staff are aware of key responsibilities and how to report and action as necessary issues relating to Safe Guarding, Health and Safety and Social Housing Fraud
- › Deal with a variety of enquiries and escalations, encouraging staff through training and coaching to respond differently in the future
- › Work collaboratively with the HR Business Partner and other Advisors to monitor, analyse and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- › To lead appropriate HR projects that have departmental or organisation wide implications, dealing positively with the trade unions to maintain collaborative ER and to ensure smooth and timely implementation.
- › Prepare professional and clearly written papers and communications on key issues, liaising with partners such as legal to ensure accurate information is included and when required present verbal or written reports to the service area Management Team, KNH Senior Leadership Team and/or Board or to external partners such as Courts or Tribunals.

- › Participate in organisation wide service reviews and service planning as required and ensure any arising actions are implemented.
- › Provide vision and leadership to the team by managing people, performance, development, health and wellbeing issues and resources effectively and in line with relevant policies and procedures.
- › Build a culture to expect change as a part of doing business successfully and actively assists others to adapt and cope.
- › Contribute to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered. Keeping abreast of legislation changes and developments impacting on the service.
- › Provide leadership by acting as an ambassador and a positive role model through the promotion of KNH's purpose, vision, behaviours, achievements and successes.
- › To proactively provide and monitor staffing data and to take appropriate action to ensure compliance with legislation in relation to fixed term workers, the use of temporary, casual and agency staff, consultation, attendance management and age retirement.
- › To ensure the accuracy of employee information and documentation to ensure the provision of high quality, accurate management reports.
- › To develop in conjunction with the HR Business partner a suite of operational management reports and key performance indicators to facilitate effective people management and workforce planning.
- › To identify, collate, analyse and evaluate data and to present information, reports, findings and recommendations to assist management in business planning and appropriate HR solutions.
- › To measure the effectiveness of HR solutions/ interventions in contributing to business objectives and look at ways in which efficiencies and improvements can be achieved.
- › Provide expert professional advice to managers and staff as required.
- › Ensure all functional strategies, policies, processes and guidance notes are up to date and in line with best practice / current legislation.

## DECISION MAKING

- › Plan the workload of the team and reprioritise as necessary to respond to emerging issues and changing priorities
- › Deal with staff management issues such as absence management and conduct.
- › Advise staff how to respond for non-routine decisions that may fall outside of standard procedure, seeking guidance where appropriate
- › To inform and make effective decision making to meet individual, team and overall businesses objectives in line with delegated authority levels, Financial Procedures Rules (FPR's) and Contract Procedure Rules (CPR's).

## CUSTOMER SERVICE AND BUSINESS RELATIONSHIPS

- › Proactively contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of KNH.
- › Develop and maintain relationships across a broad range of internal and external stakeholders, including managers, employees, trade unions, partners and customers.

## FINANCIAL MANAGEMENT AND PROCUREMENT

- › Support the HR Business Partner in the annual budget setting process for your service area and manage delegated budgets and resources in accordance with delegated authority and KNH's Financial Procedure Rules. Take responsibility for required corrective action when necessary.
- › Support the HR Business Partner to ensure the overall quality, cost effectiveness and value for money of your business/service area(s).
- › Support the HR Business Partner to benchmark the performance of your business/service area and set 'smart' targets which bring about improvement within a Value for Money framework.
- › Contribute to developing new products and services which contribute to the financial viability and sustainability of the organisation.

## LEGAL, RISK AND COMPLIANCE

- › Ensure that all claims made against KNH are dealt with in an appropriate and timely manner and within the legal timescales.
- › Liaise with internal agencies, external agencies, partners, external contractors, our customers, members of the legal profession as appropriate. Carry out investigations, interrogate records, assimilate data, prepare reports, coordinate witnesses and provide witness statements as appropriate and attend the Courts or tribunals as necessary.
- › Embed a culture of risk management and appropriately assess, monitor and mitigate operational risks in line with KNH's Risk Management Strategy.
- › Effectively manage health and safety issues in your area of responsibility in line with the KNH Health and Safety Policy and associated legislation.
- › In relation to safeguarding ensure the team is appropriately trained and follows guidance on the recoding and reporting of concerns in line with the KNH Safeguarding Policy.
- › Ensure all areas of service delivery are up to date in terms of legislative and regulatory changes and adopt best practice in all relevant key functions.
- › Conduct fire safety checks (this will include a basic visual inspection, removing obstructions/hazards and reporting any issues or defects) as requested and report any areas of concern in line with KNH's Fire Safety procedures

## CORPORATE RESPONSIBILITIES AND ACCOUNTABILITIES

- › Be an active team player and develop strong, supportive relationships with all work colleagues in the spirit of 'Working With' principles.
- › Actively promote and be committed to delivering KNH's Purpose, Vision, Corporate Values and Behaviours.
- › Assist in the development of and implementation of good working practices in line with KNH's Health and Safety and Equality and Diversity policies.
- › Ensure you and your team comply with the confidentiality and information security policies at all times.
- › Maintain accurate information systems in line with service requirements.

- › Actively participate in influencing and contributing to the development of innovative solutions to improve services within the organisation.
- › Actively participate in a range of internal and external meetings/briefings, events, working groups that will enhance service delivery and the profile of the business.
- › Participate in the identification of learning and development requirements and attend training courses, seminars, conferences and work shadowing in line with agreed Personal Development Reviews (PDR's).
- › Fulfil any other duties commensurate with the grade and falling within the scope of the post as may be reasonably required.

## SUPERVISION AND GUIDANCE

The post holder will receive supervision and guidance from the **HR Business Partner**.

## EQUALITY & DIVERSITY

If you feel that any of the above requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the KNH Human Resources Department so this can be addressed.

KNH aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

# PERSON SPECIFICATION

**Post Title:** HR Advisor

**Grade:** 10

## RELEVANT EXPERIENCE

**Key:** A/F = Application Form, I = Interview, T = Test Essential = (E) Desirable= (D)

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
<b><u>Education/Qualifications</u></b>				
Relevant degree	D	X		
Graduate CIPD (level 7) or equivalent	E	X		
<b><u>Experience</u></b>				
> Experience of providing HR advice	E	X	X	
> Experience of working in a multi unionised environment.	D	X	X	X
> Coaching knowledge and experience of working in a coaching style.	E	X	X	
> Excellent working knowledge of employment legislation with the ability to confidently apply this and translate this into HR advice, policy and practice.	E	X		X
> Experience of providing and developing data from HR IT systems which meet the needs of the business.	E	X	X	
> Experience of managing people.	E	X	X	
> Experience of assisting with the preparation of evidence for employment tribunals and the ability to present it.	E	X	X	
> Excellent written and verbal communication with the ability to express effectively and sensitively, in person, via the telephone and in writing, with stakeholders.	E	X	X	
> Demonstrate a proven track record of delivering targets and goals within operational plans.	E	X		
> Skill and ability to work with partner organisation to achieve common goals	E	X		
> Previous experience of ensuring the quality of data input and maintenance of databases and/or HR IT systems.	E	X		
> Literacy and numeracy to a standard required to maintain accurate records and a good level of computer literacy to interrogate various software packages	E	X	X	



<ul style="list-style-type: none"> <li>&gt; Knowledge of Health &amp; Safety, Equality and Diversity, Safeguarding Legislation in relation to the role</li> <li>&gt; Able to work flexibly and be responsive to change in order to improve performance</li> <li>&gt; Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results</li> <li>&gt; Proven experience and ability to understand the importance of budgetary control and proactively manage budgets</li> </ul>	E	X		
<b><u>KNH BEHAVIOURS</u></b>				
<b>Progressive</b> <ul style="list-style-type: none"> <li>&gt; Able to demonstrate ability to develop and implement innovative ideas to improve the service or way of working</li> </ul>	E	X		X
<b>Engaged</b> <ul style="list-style-type: none"> <li>&gt; Able to demonstrate that they are passionate about their work and what KNH is trying to achieve</li> </ul>	E	X		X
<b>Respectful</b> <ul style="list-style-type: none"> <li>&gt; Treats people as individuals, be courteous, kind, with empathy and takes into account cultural sensitivities.</li> </ul>	E	X		X
<b>Customer Focused</b> <ul style="list-style-type: none"> <li>&gt; Able to demonstrate delivery of excellent customer service within a customer focused environment</li> </ul>	E	X		X
<b>Honest</b> <ul style="list-style-type: none"> <li>&gt; Proven track record of being transparent and open</li> </ul>	E	X		X
<b><u>Other Requirements</u></b> <ul style="list-style-type: none"> <li>&gt; Ability to travel</li> <li>&gt; Willingness to undertake training courses relevant to the post</li> <li>&gt; Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs)</li> </ul>	E E E	X X X		X X

This post may require a Disclosure and Barring Service Check (DBS) and any appointment to the post may be subject to the candidate having an acceptable DBS check. HR will confirm whether this is applicable to the post.

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.

**Signature of Post Holder:**

**Date:**