**Purpose:** To provide a high-quality HR support service to the organisation

**The post holder will:**

* Deliver accurate and precise HR advice in relation to various ER cases including, but not exclusive of absence management, misconduct and grievance, capability

and performance management;

* Assist with the development of administrative procedures and work instructions;
* Proactively partner with managers to influence and improve operational delivery;
* Produce and review HR policies;
* Contribute to the delivery of HR projects;

**Role Profile – HR Advisor**

**Values**



**Key Result Areas**

* Prepare offer letters and contracts in line with Hospital policies;
* Build effective stakeholder relationships;
* Work with the Resourcing Officer and managers to review and update job profiles;
* Manage competing deadlines;
* Provide advise on and support in work reviews and change processes;
* Using HR information systems to access, input and compile data;
* Research and recommend on appropriate subject matter for the progression and implementation of HR projects, as determined in the HR and Hospital Operational plans;
* Manage and maintain the induction process with the assistance of the Resourcing Officer;
* Provide HR advice and administrative support during formal meets to prescribed levels in accordance with Hospital policy;
* Update the HR system, workflows and templates ensuring efficiency and accuracy;
* Produce statistical reports, conduct research, analyse and interpret data;

**Skills and Experience**

Intermediate CIPD (Level 5), fully qualified;

5 GCSE’s (Grade C or above) or equivalent, including English and Maths;

Knowledge of office software such as Microsoft Word and Excel;

Strong verbal and written communication skills ensuring tact and diplomacy across staff levels;

Proven ability to work within a busy HR office maintaining confidentiality;

Strong Policy writing skills with excellent attention to detail;

A pro-active, professional and productive work ethic ensuring deadlines are met;

A positive, pragmatic and objective outlook with an approachable nature;

**Measurement**

Comply with data protection and confidentiality in all day to day activities;

Comply with the Hospital’s policy and procedures, current employment legislation and good practice people management;

Maintain Confidential HR advice files for reference;

Produce monthly statistical management reports and project commentary;

Maintain a working level of employment law and HR knowledge;

**Departmental Structure**

|  |  |
| --- | --- |
| **Role Holder’s Signature** |  |
| **Date** |  |