**Purpose:** To manage and deliver the HR work streams as defined within the organisation’s workforce plan and provide a generalist high-quality HR advisory service across the organisation

**The post holder will:**

* Responsible for identifying, managing, and executing various projects to standardise and strengthen HR practice and workforce requirements across the organisation
* Demonstrate smooth delivery of key HR processes and projects
* Deliver accurate and precise HR advice in relation to various HR processes and 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

**Role Profile – HR Advisor (Projects)**

**Values**

Be Caring
• We know what we do matters
• We’re proud and enjoy what we do
• We promote a culture of care, respect compassion and wellbeing
• We protect the mutual ethos
    Be Connected 
• We collaborate and share across teams, departments and the business
• We listen to understand each other and our member’s needs
• We support one another by having open and honest conversations
• We recognise that we’re stronger together
Be Brave
• We embrace change 
• We challenge and ask ‘why’ as well as  ‘why not’
• We always want to learn
• We are not afraid of trying new concepts and ideas
      Be Smart
• We approach problems with a solution mind-set
• We actively seek to improve and be better and we learn from our mistakes
• We spend members money wisely
• We’re invested in the future of our business


**Measurement**

* Contribute to the organisations workforce planning strategy
* Comply with data protection and confidentiality in all day to day activities
* Comply with the Hospital’s policy and procedures
* Comply with current employment legislation and good practice people management
* Maintain Confidential HR advice files for reference
* Maintain a working level of employment law and HR knowledge
* Comply with and actively take part in the coaching conversations

**Key Result Areas**

* Plan, co-ordinate & execute projects across the organisation in line with the Workforce Plan
* Assist with the implementation of the revised pay framework and other remuneration strategies including the annual pay review
* Progress and embed the Equality, Diversity & Inclusion strategy
* Implement the workforce demographic action plan
* Provide high-quality, generalist advice across the organisation
* Build effective stakeholder relationships
* Use HR information systems to access, input and compile data
* To participate in the development and delivery of training initiatives within designated areas, to support the implementation and embedding of HR policies and procedures
* Produce statistical reports, conduct research, analyse, and interpret data
* Ensure policies comply with employment law

**Skills and Experience**

* Intermediate CIPD (Level 5), fully qualified
* Knowledge of employment law, case law and HR practices
* Strong IT skills, good experience of HR databases and advanced user of PowerPoint and Excel with the ability to manipulate and analyse data
* Sound commercial awareness
* Strong project management skills
* Proven experience of working within an HR project team / role at Advisor level
* Ability to prioritise, meet deadlines and multitask
* Strong verbal and written communication skills ensuring tact and diplomacy across staff levels
* Strong team worker
* A pro-active, professional, and productive work ethic ensuring deadlines are met
* A positive, pragmatic, and objective outlook with an approachable nature
* Ability to stay calm in stressful situations

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| **Departmental Structure**  HR&OD Director  Employee Experience Officer  HR Manager  HR Administrator  Resourcing Officer  HR Advisor (Projects)  HR Assistant |

HR Advisor (Employee Relations)

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