

## LOCAL HOSPICE LOTTERY

### JOB DESCRIPTION

<b>JOB TITLE:</b>	HR Advisor
<b>DEPARTMENT:</b>	Human Resources
<b>LOCATION:</b>	Home and Office Based – Felsted
<b>RESPONSIBLE TO:</b>	Director of People & Culture
<b>ACCOUNTABLE TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	No staff line management responsibility

#### OVERALL PURPOSE OF JOB:

To provide a comprehensive and timely HR service across the organisation, supporting and advising Managers, Employed Staff, Self-Employed Contractors and Volunteers on all aspects of HR.

To work in line with Local Hospice Lottery values which are to be Supportive, Fair, Professional & Ambitious. You will be expected to live the values of LHLL in all that you do, demonstrating that you are supportive to all staff and customers, being fair in all interactions, always acting professionally and courteously whilst seeking to help LHLL achieve its ambitious plans alongside your own personal career ambitions.

#### MAIN RESPONSIBILITIES:

1. To support the Director of People & Culture in the implementation and delivery of the HR strategy and Operational plan.
2. To provide advice and guidance to managers in relation to workforce planning, role design and development of appropriate job/role descriptions / person specifications and advertisements / recruitment processes.
3. To support managers in the identification of staffing needs, making best use of financial and people resources and carrying out appropriate recruitment strategies for employed staff, self-employed contractors and volunteers.
4. To oversee the provision of an effective recruitment administration service to managers and applicants, differentiating appropriately in respect of both employed and self-employed roles.

5. To provide advice and guidance to managers and staff in relation to terms and conditions of employment, including remuneration, annual leave, sickness absence, maternity / paternity leave etc.
6. To provide advice and guidance to managers in relation to all Human Resources issues, recognising and responding appropriately based on whether the issues relates to employed staff, self-employed contractors or volunteers. Issues will include: Investigations, conduct/discipline, capability/performance, change and absence management, grievance, dignity at work, appeals, flexible working and equality and diversity.
7. To participate in investigations, hearings, appeals and meetings relating to the above issues to provide professional human resource advice and take and transcribe notes to ensure an accurate record of proceedings is provided.
8. To input and maintain accurate and efficient electronic and paper information on all staff, self-employed contractors and volunteers, producing documents and spreadsheets to provide management reports as required.
9. To participate in the processing of payroll information and liaise with the payroll provider to ensure all pay queries are resolved in an accurate and timely manner.
10. To contribute to the development of appropriate standard documentation required for Human Resources services, ensuring that it is compliant with best practice/employment legislation.
11. To contribute to the development, review and revision of appropriate Human Resources policies and procedures.
12. To assist managers in conducting training needs analysis for employed staff, self-employed contractors and volunteers, identifying and assisting in the provision of development and delivery of training where necessary.
13. To contribute to the development of guidelines for managers, staff, self-employed contractors and volunteers, to ensure effective processes in all respects.
14. To participate fully in the job evaluation process, ensuring fair and consistent processes.
15. To advise on and oversee the progression of appropriate action for statutory and family leave.
16. To advise on and action all leavers including, dismissal, resignation, ill health and age retirements.
17. To coach managers in people management skills in respect of employed staff, self-employed contractors and volunteers, in order to develop capability and capacity in effective people management.

18. To contribute to the development and delivery of Human Resources related skills workshops and training for managers, employed staff, self-employed contractors and volunteers.
19. To participate appropriately in identified human resource related projects and initiatives. To take the lead in progressing identified project / specialty work, where appropriate, across the organisation.
20. To assist the Director of People & Culture in the development and delivery of an effective communication and engagement strategy, ensuring employed staff, self-employed contractors and volunteers are appropriately valued and recognised.
21. To attend management meetings on a regular basis advising on HR KPI's and case management outcomes.
22. To provide cover for other members of the team as appropriate to ensure an effective Human Resources service is provided to the organisation at all times.
23. To work with other teams across the organisation to ensure all data relating to staff, self-employed contractors and volunteers is accurate and is maintained in accordance with data protection principles.
24. To contribute to the agreement of service standards and be involved in the development, maintenance and review of quality initiatives within the function to ensure a high quality service is provided and that the performance of the service is monitored and developed.
25. To maintain discretion and confidentiality at all times, but especially when dealing with sensitive, distressing and contentious information, complying with data protection and information governance.
26. To ensure own professional development and regular updating of professional knowledge.

**Notes:**

1. You will be expected to produce work to a high standard and promote quality at all times.
2. You will be expected to adhere to all Local Hospice Lottery policies and procedures, and are responsible for keeping up to date with policy changes, as and when they are communicated to you.
3. The post-holder will hold and have access to confidential data. Disclosure of confidential information to any unauthorised person or failure to maintain confidentiality may lead to disciplinary action, which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself with your line manager, and where applicable for staff you manage.

5. You will be required to abide by all relevant codes of conduct, including if you are a member of a professional and/or regulatory body and they have a Professional Code of Conduct.
6. Smoking or vaping is not permitted while on duty.
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.
8. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

## **EQUAL OPPORTUNITIES**

Local Hospice Lottery operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

## **CHANGES TO THIS JOB DESCRIPTION**

Any changes to job descriptions must be discussed with your line manager at the time the change occurs, and any permanent changes agreed. Any changes must be operationally required and approved with the staff member and line manager.

Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.

### **Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

## PERSON SPECIFICATION – HR Advisor

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
Part CIPD Qualified (or equivalent experience) and willing to study towards full CIPD qualifications	✓	
Membership of CIPD or working towards	✓	
Fully CIPD Qualified		✓
<b>SKILLS AND EXPERIENCE</b>		
Experience of dealing with HR casework including investigations, disciplinary hearings and performance/absence management	✓	
Highly developed communications skills, including the ability to address complex and sensitive issues in an appropriate manner both verbally and in writing.	✓	
Ability to build effective working relationships with managers and coach them to develop people management skills	✓	
Ability to assimilate theoretical knowledge relating to employment law / best practice to resolve issues effectively	✓	
Experience of supporting and delivering against all aspects of the recruitment process, as well as advising managers on recruitment and selection strategies	✓	
Effective oral/written and interpersonal communication skills	✓	
Experience of using an electronic Human Resource information system	✓	
Computer literate with the ability to use Windows packages effectively	✓	
Understanding and appropriate application of confidentiality	✓	
Experience of providing advice on policies, procedures, legislation and best practice	✓	
Effective organisational skills including the ability to prioritise a heavy workload with conflicting priorities	✓	
Experience of developing and delivering training on HR related topics		✓
Experience of supporting the management of employed staff, self-employed contractors and volunteers.		✓
Experience of job evaluation		✓
Experience of staff management		✓
Experience of contributing to HR projects		✓
<b>KNOWLEDGE</b>		
Good working knowledge of employment law and best practice in relation to Human Resources issues	✓	
Knowledge and understanding of the key legislative differences between employed and self-employed contracts and the dynamics of managing in that context		✓
<b>ADDITIONAL REQUIREMENTS/INFORMATION</b>		
Demonstrable commitment to own continuous professional development	✓	
Ability and willingness to work flexibly as role requires	✓	
Access to own vehicle for work purposes, due to remote location of the office	✓	