

ROLE BRIEF

Department:	Human Resources
Job Title:	HR Advisor
Grade/Salary:	Grade 5.18 – 5.23
Contract:	Permanent
Responsible To:	HR Manager
Location:	Multi-site (Crowborough, East Grinstead & Eastbourne)
Job Purpose:	<p>Providing customer focused comprehensive and pragmatic HR advice and support to Operational Supervisors/Managers, and employees in line with organisational policies, procedures and legal requirement.</p> <p>To support the HR Manager in the delivery of the Strategy/Business Plan, in order to meet the organisational goals and objectives such as the People Strategy.</p>
Key Duties:	<ul style="list-style-type: none"> • To generate and analyse KPI and HR reports • To partner with your assigned Business unit to provide strategic HR advice and coach managers • To liaise with Occupational Health to coordinate appointments relating to colleague management referrals • To ensure that HR processes comply with legal requirements and that managers are aware of their obligations in connection with HR administrative processes • To manage and produce documentation relating to ER matters including employee changes, performance, maternity and absence management • To provide confidential and timely advice and support to managers and colleagues on HR and ER queries • To manage all systems and HR processes to ensure an efficient HR administration service is provided to stakeholders • To act as a super user for the internal HR system ensuring all electronic employee records are maintained • Manage and coordinator Horder volunteers and work experience placements • To support HR Administration processes • To Assist with recruitment and on boarding processes when required • To work closely with the wider HR team to contribute in the delivery of the HR business plan • To actively participate at team/departmental meetings • To be an ambassador of the Company Values - Caring, Friendly, Quality, Integrity and Pride

	<ul style="list-style-type: none"> To undertake any duties appropriate with the post and as directed by the Head of HR or a Director
Key Knowledge, Skills and Experience:	<p>CIPD qualified or relevant experience</p> <p>Experience of working within an HR setting in an advisory role</p> <p>Exposure to the employee relations processes, e.g. Sickness absence, disciplinary, performance issues</p> <p>Knowledge, understanding and application of employment law</p> <p>Excellent communication skills both written and verbal</p> <p>Excellent IT skills, including previous experience of HR systems and advanced knowledge of Microsoft office including Excel to produce reports</p> <p>Ability to plan and prioritise own work</p> <p>Able to work in confidence and with discretion</p> <p>Ability to work effectively to meet deadlines</p>
Health and Safety:	<p>The post holder will take due care at work, reporting any accidents or untoward occurrences.</p> <p>The organisation operates a “No Smoking” Policy.</p> <p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections</p> <p>You are required to ensure that you carry out your duties in a manner that maintains and promotes the principles and practice of infection prevention and control in compliance with national standards, policies, guidelines and procedures.</p> <p>For clinical colleagues with direct patient contact, this will include compliance with clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities policy affirms our commitment to ensure that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>To ensure that confidential information is not disclosed about Horder Healthcare or its associated companies (including information regarding patients and colleagues) to any unauthorised person, including those outside the employment of Horder Healthcare.</p>
Safeguarding	<p>To be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm, understanding their relation to the values of Horder Healthcare and to report safeguarding concerns to appropriate professionals, recording incidents accurately.</p>
Human Resources (management)	<p>To manage establishment ensuring safe staffing levels at all times. Ensure all new recruits are effectively inducted into the department; ensuring mandatory training is complete and kept up to date. To monitor performance and absence, following policies and procedures. To process all HR related paperwork in a timely manner.</p>
Review	<p>This role brief reflects the principle duties of the post as identified at date of</p>

	issue. It may be subject to amendment in the light of the changing needs of the service, and will be reviewed periodically in discussion with the post holder.
Special Conditions:	The duties and responsibilities described in this role brief may be subject to amendment to meet the business priorities . The post holder may be required to carry out additional tasks as required by senior colleagues.
Job Description Agreement	I have read this job description and understand the contents in my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to annual review, in accordance with the annual individual performance review.