

<b>POST TITLE:</b>	Human Resources Adviser
<b>BAND:</b>	5
<b>ACCOUNTABLE TO:</b>	Director of Workforce and OD
<b>RESPONSIBLE TO:</b>	Assistant Director of HR
<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	N/A

## JOB OVERVIEW

To support the Workforce and OD Directorate to provide support to enable the achievement of service delivery objectives. To have an understanding of the business strategy and plan for the Corporate functions for which they are responsible, and to assist in the delivery the key elements of the Workforce Strategy, at the same time as ensuring compatibility with Trust-wide approaches. Assist in the development of HR solutions to meet service needs and provide advice on the full range of HR policies, processes and procedures and assist with the delivery of the OD plan for the Corporate functions.

## DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

The postholder:-

- Provide timely, consistent, and appropriate advice and support for managers on a range of employee relations matters (specifically, disciplinary, grievance, sickness absence and attendance, capability, bullying/harassment) relating to all staff groups.
- Assist managers in exclusion (suspension) meetings, and act as case investigator in relation to disciplinary, grievance or bullying and harassment cases and complete all associated documentation.
- Ensure that close effective working relationships are established and maintained between the with colleagues across directorates.
- Operate as an advocate of Trust values, engagement, change and modernization, in support of business and HR strategies, championing best practice HR management.
- Support the management of sickness absence by providing a comprehensive service to line managers relating to sickness absence. This includes attending meetings, and coaching managers to ensure that progress is made towards agreed Trust targets on sickness absence within the Attendance Management Policy framework by providing specialist training to managers on the application and use of the Trust's policy and by working with manager on specific areas aiding the production of action plans and providing general advice.
- Provide advice/information to line managers/staff in relation to all human resources policies, terms and conditions and best practice ensuring consistency of application throughout the Trust.
- The post holder will advise and support managers in redeployment situations and the management of staff who are classed as disabled under the terms of the Equality Act.
- To participate in presenting disciplinary and grievance cases at the initial stages of the procedures.
- To deliver customer focused and user-friendly service which provides accurate, timely, professional advice to managers.
- To interpret terms and conditions of employment and all areas of Trust HR policy guidance some of which are complex and sensitive both orally and in writing to Line Managers and

Staff Representatives on such matters.

- To ensure all medical staff recruitment is in line with national processes and adheres to the NHS Employers guidelines for pre- employment checks for NHS staff.
- To communicate both written and orally and provide advice on HR issues which may be both complex and sensitive in nature.
- To develop knowledge of Terms and Conditions of Service in order to provide accurate advice to staff and managers on pay and terms and conditions of employment.
- To ensure workload allocation and re-allocation for areas of activity as well as individual tasks, such as leading on AAC and site based recruitment.
- To provide professional and sound advice on immigration status and checking procedures
- Be responsible for providing and receiving complex and sensitive, information (for example around redeployment, ill health dismissal and retirement, organisational change, bullying and harassment) verbally and in writing.
- To undertake and attend Job Evaluation panels on a regular basis – acting as the management representative to ensure all jobs are matched to pay bandings in line with national job evaluation policy.
- Ensure employee relations cases are managed within Standard Operating Procedures (SOPs) and Key Performance Indicators (KPIs) are met.
- Ensure complex cases are escalated to the HR Business Partner.
- Ensure SOPs are adhered to in relation to Professional Registrations, Fixed Term Contracts, Right to Work using data from Business Intelligence.
- Liaise with Payroll Services and managers regarding matters of pay in relation to employee relation matters, such as half pay notification, salary following termination and where necessary participate in the overpayment of salary procedure and ill-health retirement applications.
- Ensure that knowledge of employment law is kept up to date and attend development sessions as appropriate.
- Support senior colleagues in devising and providing policy and procedure coaching/training to line managers as appropriate within divisions.
- Utilise the Employee Staff Record (ESR) system to update the current situation about employee relations issues and attendance management.
- Attend case management discussions, pre-hearing reviews and Tribunal hearings as appropriate. This may include giving witness evidence on behalf of the Trust and supporting senior colleagues by collating information to be sent to the Trust's Solicitor.
- Support the delivery of the Trust's sickness absence reduction targets, liaising as appropriate with key stakeholders to manage cases consistently across all areas.
- Extracting reports from the ESR database and taking a lead role in undertaking quarterly sickness absence review "spot checks" with managers to ensure staff are being appropriately managed in line with Trust policy.
- Develop and maintain effective working relationships with line managers, staff, occupational health, and trade union representatives.
- Develop and deliver training and briefing sessions to managers and staff on employee relations matters, to ensure compliance/best practice is embedded.
- Support in all aspects of organisational change including TUPE in and out of the organisation, internal restructures, and changes to working arrangements.
- Produce concise and accurate reports to support Key Performance Indicators.

- Validate data in relation to employee relations cases and assist in the production of reports on HR matters.
- Develop and maintain up to date knowledge of employment law, NHS terms and conditions and HR best practice.
- To undertake project work as required.
- Under the guidance of the Assistant Director of HR interpret employment legislation recommendation from Department of health, NHS Employers, DBS, UK Border Agency, HR best practice to ensure that the Trust are working in accordance with these.

***This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.***

## PERSON SPECIFICATION

**ROLE TITLE:** Human Resources Adviser

**BAND:** 5

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
CIPD Qualification/Post Graduate HR Qualification or working towards qualification or significant experience	<b>E</b>	X		
Educated to degree level or equivalent level of experience	<b>D</b>	X		
To maintain own CPD ensuring that knowledge and understanding is reviewed and updated to enable appropriate and relevant advice is provided.	<b>E</b>	X	X	
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Proven experience of providing HR support and advice in all aspects of employee relation matters.	<b>E</b>	X	X	
Influencing and supporting line managers to manage informal and formal HR issues.	<b>E</b>	X	X	X
Ability to deliver change management projects.	<b>E</b>	X	X	X
Previous NHS experience in a HR role	<b>D</b>	X	X	X
Project management	<b>D</b>	X	X	X
Experience of working in a unionized environment	<b>D</b>	X	X	X
Up to date with employment law and best practice.	<b>E</b>	X	X	
Able to interpret and implement HR policies and procedures.	<b>E</b>	X	X	
Proactive approach to identifying risks and implementing plans to address them.	<b>E</b>	X	X	
Understanding of the NHS and the NHS HR agenda	<b>E</b>	X	X	
Understanding of NHS terms and conditions of service	<b>D</b>	X	X	
Managing organisational change issues	<b>D</b>	X	X	
Competent in Microsoft Office, able use the internet for research purposes	<b>E</b>	X	X	
Advanced keyboard skills – the ability to gather data from ESR and manipulate this using Excel.	<b>E</b>	X	X	
Understanding of the importance of confidentiality and data protection.	<b>E</b>	X	X	
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Able to demonstrate motivation and resilience.	<b>E</b>	X	X	
To plan and manage own workload in a challenging environment of competing and changing priorities	<b>E</b>	X	X	
Demonstrate the ability to interact with people at all levels in the organisation and build positive working relationships.	<b>E</b>	X	X	
Able to influence managers and cultures to promote change and support organisational/service objectives	<b>E</b>	X	X	
Excellent communication skills and ability to develop relationships with internal partners as well as external.	<b>E</b>	X	X	
Ability to work in a team/own initiative.	<b>E</b>	X	X	
Ability to gather facts and write and present complex reports.	<b>E</b>	X	X	
Demonstrate the ability to concentrate for prolonged periods where frequent interruptions occur and the work pattern is unpredictable.	<b>E</b>	X	X	

DBS REQUIREMENT

*This position is not eligible for a DBS check.*