



## Role Profile

<b>Job Title:</b>	HR Advisor
<b>Team:</b>	Human Resources (HR and Training)
<b>Reports to:</b>	HR Operations Manager
<b>Period of Post:</b>	Permanent
<b>Location:</b>	Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland) Hybrid working available.
<b>Hours of Work:</b>	Normally 35 per week Additional hours may be required to be worked in order to meet the exigencies of the service
<b>Salary scale:</b>	The salary scale for the post is: <ul style="list-style-type: none"><li>• Point 38 - £29,889</li><li>• Point 39 - £30,567</li><li>• Point 40 - £31,245</li><li>• Point 41 - £31,947</li></ul>

### Job Purpose:

To provide comprehensive HR advice and guidance to management and team members in line with organisational policies, procedures, legal requirements and best practice.

To support the development and delivery of our people strategies, activities, policies and workforce plans.

### Key responsibilities:

To provide a professional dedicated HR advisory service to management and team members at all levels within identified service areas.

To lead on the management of casework and delivery of HR solutions within identified service areas.

To contribute to the development, implementation and revision of organisational policy, procedures and practices as it relates to our people and the HR function.

To support organisational continuous improvement and deliver identified change initiatives and activities.

## **Key Activities:**

The postholder will be responsible for the following activities:

### Provision of a dedicated HR advisory service

- Provide advice and support management on recruitment and selection. Support managers to develop role profiles, person specifications and participate in interview panels as appropriate.
- Responding to requests for advice from service areas on people matters relating to attendance management, conduct and capability, grievances and the range of employment and employee relations matters.
- Advise and guide line managers through our policies and procedures to ensure employment matters are handled fairly and consistently and in line with our values.
- Provide HR advisory input into service area projects, change management programmes and working groups as required.
- Developing and maintaining positive working relationships with management and team members at all levels, partners and external agencies, establishing professional credibility.
- Assisting the HR Manager to prioritise, plan and monitor and ensure best value of the organisation's spending on HR activities, liaising with the finance team as required.

### Management of casework

- Lead on the management of casework relating to attendance management, conduct and capability, grievances and the range of employment and employee relations matters.
- Provide support to line managers at relevant meetings.
- Liaise with external partners including Occupational Health and make recommendations as required.
- Develop and maintain the case review report and provide regular updates to the Senior Leadership Team.
- Ensure that all casework is managed in line with legislation, policy and best practice.

### Policy Development.

- Providing guidance on employment matters in relation to legislative requirements, good practice guidelines, and organisational objectives.
- Developing, reviewing and evaluating organisational policy relating to employment matters to ensure it remains legislatively compliant in addition to continuing to meet the needs of the organisation.

### Supporting continuous improvement.

- Promoting a culture of continuous improvement in line with our agreed values and behaviours.
- Keeping up to date with developments in employment legislation and HR best practice, sharing knowledge within the team to ensure continuous development and improvement in the HR service offered.
- Assist the Learning & Development Co-ordinator in the design and delivery of training and development interventions.

### Supporting the delivery of our People Strategies and activities.

- Lead by example on the promotion of a culture of engagement.
- Participating in engagement activities including team health promotion events.
- Attending and contributing to relevant forums and working groups including the People Policies Group and Team Forum.

Other activities.

- Acting as a role model, demonstrating and championing our values through behaviours.
- Escalating any issues of concern to the HR Operations Manager/ Senior Leader as appropriate and recording any identified risks.

Organisational activities:

- Ensure the values of Hansel are reflected in your work and that all services provided are delivered in line with our vision and core values.
- Assist in the development of a 'Continuous Improvement' culture.
- Represent the organisation in a professional manner at all times.
- Ensure compliance with all regulatory, statutory and legal requirements.
- Recognise and respect the diversity of internal and external customers.
- Support the wider team during busy periods and peak workloads, e.g. team member absences etc.
- You must at all times comply with the Health and Safety Policy and procedures and must draw to your manager's attention any unsafe working practice/conditions.
- Ensure you comply with your duties and responsibilities under Adult Support and Protection legislation.
- Ensure that the policies and procedures of the organisation are followed at all times.
- Attend training and supervision sessions as requested by the line manager or Service Manager.

*This list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described above dependent upon the requirements of the organisation and customers.*

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>		
Minimum of 2 years experience of providing a comprehensive HR advisory service	✓	
Experience of supporting and advising on complex Employee Relations cases	✓	
Experience of working positively with all levels of colleagues and in partnership with other agencies.	✓	
Experience in the social care sector/housing/public sector or similar		✓
Experience of Policy development		✓
Project management experience		✓
<b>EDUCATION AND TRAINING</b>		
Educated to degree level (or equivalent)	✓	
Minimum of CIPD Associate membership	✓	
Evidence of commitment to continuous professional development	✓	
<b>KNOWLEDGE &amp; SKILLS</b>		
Thorough knowledge and understanding of employment law and HR best practice	✓	
Ability to negotiate and influence at all levels	✓	
Proficiency in the use of IT systems including Word, Excel, Power point databases and internet research	✓	
Excellent team player with ability to operate effectively on own initiative as required	✓	
<b>CREATIVITY &amp; INNOVATION</b>		
Ability to develop a range of appropriate HR interventions, audit tools and frameworks as required	✓	
<b>COMMUNICATION</b>		
Excellent ability to collate and present information in suitable formats to a wide variety of audience levels	✓	
Ability to prioritise and respond flexibly to changing demands	✓	
Excellent interpersonal and influencing skills and able to communicate effectively at all levels	✓	
Represent the organisation at meetings and seminars and events as appropriate	✓	
<b>DECISION MAKING</b>		
Have demonstrable analytical and problem-solving capabilities	✓	

Ability to ensure that people policies, procedures and practices are revised to comply with any changes in legislation or policy practice	✓	
Excellent organisational, administrative and report writing skills, with an attention to detail	✓	
<b>DIVERSITY</b>		
Champions respect for diversity	✓	
<b>OTHER ATTRIBUTES</b>		
Prepared to undertake a certain amount of travelling in the execution of duties	✓	
Prepared & able to work outside normal office hours to meet the needs of the service		✓