



JOB DESCRIPTION

Job title
Senior HR Advisor
Name of person or job role reporting to
Responsibilities
<p>The Senior HR Advisor will take a lead role on employee relation casework as well as coaching and mentoring team members, people champions and business managers with ensuring consistently high standards of HR service delivery, and compliance with policies and procedures. Leading by example and influencing best practice.</p> <p>It will be of critical importance to understand each of the business areas that you support and their own individual strengths, weaknesses, opportunities and threats to provide the necessary and appropriate business support. More specifically it is expected that the Senior HR Advisor will:</p> <ul style="list-style-type: none">• Build and maintain strong business relationships with relevant business leaders and professionals ensuring they are supported, coached and fully facilitated• Take a pro-active approach to identify and communicate any potential risks and take appropriate action / give appropriate advice• Oversee and support various HR actions including, but not limited to, hires, terminations, promotions, transfers, succession planning, salary planning and incentive schemes as required• Ensure all correspondence, both verbal and written, is appropriately worded and professionally presented• Provide monthly HR reporting and analysis as required• Maintain a positive and solution-oriented approach to work, providing open and honest feedback• Effectively and efficiently lead, manage and co-ordinate disciplinaries, appeals, grievances, TUPE, sickness absence, merger's, mobility, restructuring, redundancies and a range of employment and employee relations matters ensuring legislation, policy and best practice are followed• Coach, support, mentor and challenge managers in the application of HR policies and practices and on a wide range of employment related issues, promoting best practice and encouraging greater ownership. This will include providing advice and guidance on HR issues in order to minimise risk and financial exposure• Coach, mentor and support less experienced team members in their duties to support the delivery of the HR advice and guidance and overall HR strategy, identifying any specific training needs• Work closely with the SHRBP to assess and address training needs within business units and provide relevant upskilling sessions• Work closely with other HR specialist to leverage the value of the whole HR offering, coordinating across functions as required including but not limited to collaborating with the Recruitment Team to understand business requirements, attend interviews or support with complex payroll queries• Manage and maintain contracts, personnel files and other employee information.• Support multiple business units, reporting on key areas of the business with

<p>robust analysis and recommendations that can provide sustainable solutions</p> <ul style="list-style-type: none"> • At all times present a professional and positive image of the HR department and the company as well as maintaining mutually constructive, positive and beneficial relationships • Oversee the central HR systems and personnel files to make sure they are being managed and updated correctly • Take all reasonable steps to ensure appropriate confidentiality • Identify any specific development needs within the team and discuss these with the Senior HR Business Partner and HR Operations Manager • Support the Senior HR Business Partner and HR Operations Manager in the management of other HR requirements when needed, including responsibility for projects and ad hoc requests. • To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.
<p>Qualifications/Experience</p> <ul style="list-style-type: none"> • Thorough knowledge of current employment legislation and best practice employee relations • Articulate and confident communicator with excellent listening and interpersonal skills. • Able to influence and build rapport with people at all levels • Able to coach and develop HR team members on all ER matters • Professional approach and ability to handle sensitive information confidentially • Anticipates the consequences of situations and plans accordingly • Excellent organisational skills and attention to detail • Experience of analysing data and trends to provide recommendations • Ability to identify, interpret and resolve common issues with minimal supervision • Able to take ownership of tasks and use initiative to solve problems, exercising appropriate level of judgement • Ability to work effectively under pressure and to strict deadlines, prioritising with a flexible approach • Understanding and recognising limitations in knowledge and seeking advice where appropriate • Be comfortable with travelling at short notice as and when required, with flexibility to manage your own diary • Full UK Driving Licence is essential
<p>I hereby agree that I have read and understood the job description.</p> <p>Signed _____ Date _____</p> <p>Name _____</p>