

## JOB DESCRIPTION

<b>Job title</b>	HR Advisor
<b>Sector/Function</b>	
<b>Department</b>	Human Resources
<b>Reports to</b>	HR Partner (BU specific)
<b>Grade</b>	4

<b>Job purpose</b>	To implement Turning Point and HR strategy through the provision of an internal HR Consultancy service, developing and providing solutions in partnership with managers and staff.
<b>Key accountabilities</b>	<b>Business Partnership</b>
	Building and developing relationships with managers at all levels to develop solutions within services
	Enable and equip line managers to manage people issues effectively
	Ensure the provision of integrated HR and business solutions
	Build and develop relevant business and technical relationships externally to Turning Point.
	<b>People and Advisory Services</b>
	Provide advice to line managers on the full range of HR issues, including discipline, grievance, absence management, terms and conditions of employment, restructures, TUPE and performance management
	Coach line managers in the implementation of their people responsibilities, undertaking development activities as necessary.
	Ensure line managers embrace Turning Point policies and implement best practice wherever possible
	Provide pragmatic, creative and business focussed solutions and recommendations to line managers and staff
	To manage ET Claims for individual business areas working in conjunction with nominated individual at our legal advisers
	To attend employment tribunals that HRA has had direct involvement case managing (based on availability and case involvement)
	Contribute to the creation and amendment of relevant and compliant policies and procedures
	<b>Service Delivery</b>
	Provide an accurate, timely and effective service to line managers and staff
	Ensure integrated solutions are delivered and progress monitored
	Ensure technical knowledge and expertise is maintained
	Demonstrate knowledge of the business in the provision of the HR service and associated solutions
	Provision of written reports, documents, advice notes and other materials
	Participation in organisational project groups, including research work
	<b>Managing Information</b>
	Provide relevant management information and trend analysis to the business, maximising the use of all HR systems
Deliver training, learning and development interventions where necessary	
Gather, translate, interpret and disseminate relevant information from parties involved in HR issues	

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<b>Dimensions</b>	Direct reports	None
	Total staff overseen	None
	Internal contacts	TP Managers, HR Colleagues
	External contacts	Legal Advisors, Trade Union Representatives, CIPD, Networking contacts, Third Party providers
	Planning outlook	
	Problems solved	
	Financial authority	None

## PERSON SPECIFICATION

<b>Job title</b>	HR Advisor	
<b>Personal effectiveness</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Graduate member of the CIPD or equivalent</li> <li>▪ Substantial HR advisory experience</li> <li>▪ Excellent oral and written communications skills</li> <li>▪ Excellent IT skills and demonstration of their relevant application</li> </ul>	
<b>Technical effectiveness</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Ability to manage conflicting priorities whilst still delivering a high level of service</li> <li>▪ Ability to robustly challenge, influence, negotiate and network internally and externally to generate outcomes</li> <li>▪ Ability to create, develop and maintain business partnerships</li> </ul>	
<b>Acquired experience &amp; qualifications</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Ability to deliver a customer focussed service</li> </ul>	
<b>Other requirements</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Must be prepared to travel to locations throughout England and Wales including overnight stays</li> <li>▪ Must be flexible in approach to working hours</li> </ul>	