

# MY JOB:

# HR Advisor



**JOB PURPOSE:** I provide specialist advice across the organisation in relation to Employee Relations, ensuring our organizational values are lived, risk mitigated and our managers / colleagues are supported.

## WHAT I AM ACCOUNTABLE FOR:

- Working with Managers within my business area, coaching and guiding them in relation to Employment issues ensuring they have the skills to manage colleagues effectively
- I provide pragmatic Employee Relations advice that is in line with our organisational values and expectations of performance
- I manage my case load effectively, ensuring that grievance, disciplinary & appeals are dealt with in a timely manner and all case notes / letters are clear
- I provide updates and reports to my key stakeholders so that they understand where we are on cases within their area of responsibility including themes and patterns
- I create robust relationships with our union representatives to ensure that any of their queries are responded to and guidance is given where needed
- I update our people policies ensuring that they reflect the internal and external environments and reflect any changes within employment legislation
- My cases are completely updated on the Case Management systems, notes are clear so that anyone could pick up the case if required, with updated cases on colleague's files
- I liaise with ACAS in terms of conciliations and ensure that any risk is mitigated and colleagues are kept up to date with progress
- I escalate cases where they need to be escalated to Senior Management to ensure that they are managed effectively and I get support where I need it
- Where colleagues are suspended there is a plan in terms of the investigation and I work with the management team to identify key managers involved in the process
- Work with the ER Manager to ensure all Employment Tribunals are forwarded to Eversheds for the response to be filed, I work to ensure the case file is up to date and provided at the same time
- I work with my business managers providing training across all areas of employer relations to build their skills and capability
- I create business cases for basic restructures. Ensuring the people process are managed effectively end to end
- I ensure all ELI data is assessed in relation to TUPE transfers and provide

## HOW I OPERATE:

### Values Led Leadership

- As a member of the HR Advisory team, I build and develop trust based relationships with my key stakeholders, so I can offer solutions that are fit for purpose
- I am curious in understanding the business priorities for the area that I cover, so that I understand the wider context for the area in which I am providing advice
- I have a collaborative approach which enables me to build trust in the advice I give
- I use my time to build capability through coaching managers by providing the appropriate support and challenge
- I have the ability to be able to work across many different stakeholders in an environment with changing priorities
- I build strong positive relationships with the HR partnering team, working collaboratively to deliver for the business / our colleagues
- I am able to notice patterns and themes across the business and share these with managers so that interventions can be put in place where needed

## WHAT I NEED:

### Skills & Knowledge

- Experience in working in a HRA capacity in a large, matrix low margin business
- Grievance Disciplinary & Appeal experience and complex cases
- CIPD Level 5 Qualified
- TUPE Transfer Knowledge
- Dealing with difficult cases and high demand
- I stay up to date on Employment Law changes so I can advise the organisation