

MY JOB:

Senior HR Advisor

JOB PURPOSE: I provide high-level, specialist Employee Relations expertise across the organisation, acting as a trusted partner to leaders and HR colleagues. I lead on complex and high-risk ER matters, ensuring our organisational values are upheld, risks are proactively mitigated and people-related decisions strengthen a positive, inclusive and high-performing culture. I coach, influence and build capability within the HR Team.

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 lead on complex ER issues (disciplinarys, grievances, appeals) ensuring all matters are managed fairly
- Supporting the ER Manager with liaising with ACAS for conciliation processes and our legal team for Tribunal claims
- 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
- 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
- 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 measures letters working with the Business Partnering team / project leads
- I act as a point of escalation for the HR Advisors, offering guidance and sharing expertise.
- I contribute to team development, quality standards and best practice approaches across the HR team.
- Carry out such other duties as may reasonably be required from time to time,

GREEN consistent with the nature and level of the post

HOW I OPERATE:

- I build and develop trust based relationships with my key stakeholders, so I can offer solutions that are fit for purpose
- I take a proactive approach, scanning for patterns and themes across my business areas and identifying opportunities for early intervention
- I role model a calm professional and credible style, particularly when navigating sensitive or high risk issues.
- I have a collaborative approach which enables me to build trust in the advice I give
- I coach, guide and support HR Advisors acting as the escalation point to help build capability across the wider HR function
- 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 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

Values Led Leadership

WHAT I NEED:

- Experience in working in a HRA capacity in a large, matrix low margin business
- Line management experience
- Strong expertise in complex ER case management with experience handling high-risk and sensitive matters
- Experience in producing reports/insights
- Experience in developing and writing people policies
- 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

Skills & Knowledge

