

## HR Advisor

|                         |                     |
|-------------------------|---------------------|
| <b>Level:</b>           | Grade 6             |
| <b>Team:</b>            | People and Culture  |
| <b>Line Manager:</b>    | HR Business Partner |
| <b>Responsible for:</b> | None                |

### About the Job

- provide administrative support to the HR/occupational health unit function
- provide advice and guidance to managers and employees on HR policies, practices and procedures
- ensure accurate absence data is collected and recorded in a timely and effective manner
- deputise for the HR Business Partners in their absence

### You'll be trusted to

- support the HR Business Partners and managers with the effective management of people-related issues including Attendance Management and Discipline and Grievance
- provide statistical information to relevant business areas and HR Business Partners as appropriate
- assist with the maintenance and development of HR policies and procedures and the design and delivery of training to managers
- develop and maintain appropriate office systems to ensure the efficient organisation of all records and ensure that they are kept secure at all times in accordance with Data Protection requirements
- be the first point of contact for directors, managers and employees contacting the Human Resources for advice and guidance on the interpretation and application of policies and procedures at all levels within the organisation
- provide assistance to HR Business Partners with disciplinary cases including preparing hearing papers, supporting managers on panels and arranging hearings/appeals, including taking notes at investigation meetings, hearings and other meetings as required
- monitor the HR Advisor inbox, ensuring that emails are acknowledged and actioned as appropriate
- support managers to conduct sickness absence home visits, welfare meetings and formal sickness absence meetings
- be responsible for the collation of accurate absence data, whether input centrally or at remote sites. Identifying cases, which need referral to Occupational Health Unit (OHU)
- be responsible for the maintenance of HR information including accurate record keeping, reporting and maintaining the information management systems

- manage the OHU process to ensure the accurate and timely referrals to the OHU provision and relevant services, such as physiotherapy, counselling including invoices are processed in a timely manner
- arrange Health Awareness Initiatives and annual flu vaccinations
- working with the HRBP ensure that policies, procedures and associated documents for the Human Resources Team are updated and fit for purpose and contribute to the formulation, revision and implementation of policies, procedures and processes to meet the organisation's requirements, taking account of relevant employment law
- support the development and delivery of key HR projects and initiatives
- support the recruitment process by providing guidance as and when required and attendance on interview panels; liaise with Payroll, researching and resolving problems and performing scheduled activities including changes to employee records in accordance with payroll deadlines
- be the first point of contact and responsible for the processing of maternity, paternity, parental leave and special leave
- ensure the HR areas of the Vico Homes Hub are maintained with accurate and up to date information
- undertake any other duties commensurate with the overall purpose of the job and the grade

### Who you'll work with:

|                  |  |
|------------------|--|
| <b>Internal:</b> | Vico Homes colleagues, managers and directors at all levels and Trade Unions           |
| <b>External:</b> | Occupational Health Advisors including external health agencies/prospective candidates |

### Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

| Personal Skill Characteristics  | Essential<br>(Tick) | Desirable<br>(Tick) | Method of<br>Assessment<br>(Code list below) |
|---|---------------------|---------------------|--|
| CIPD Intermediate Qualification (Level 5) or working towards - or an equivalent Level 5 qualification in a HR/business related subject        | ✓                   |                     | AF/CQ  |
| Evidence of continuing professional development   | ✓                   |                     | AF/I   |
| Significant experience of working within human resources, offering advice and guidance to managers and employees on a range of complex issues | ✓                   |                     | AF/I   |
| Experience of interpreting legislation, preparing guidance notes and briefing/training managers and others on changes                         | ✓                   |                     | AF/I   |
| Experience of working in a fast-paced environment, adjusting own workload to meet challenging deadlines                                       | ✓                   |                     | AF/I   |
| Able to deal with complex issues of a confidential nature   | ✓                   |                     | AF/I   |
| Attention to detail and commitment to maintaining high standards  | ✓                   |                     | AF/I   |
| ICT literate, able to use a variety of software packages including Microsoft Word and Excel as well as HR Information systems.                | ✓                   |                     | AF/I   |
| Working knowledge of employment practices and legislation   | ✓                   |                     | AF/I   |
| Experience of dealing with confidential information in accordance with the requirements of the Data Protection Act.                           | ✓                   |                     | AF/I   |
| Writing skills - reports, letters, minutes  | ✓                   |                     | AF/I   |
| Excellent communication skills with the ability to relate to employees, managers and external customers.                                      | ✓                   |                     | AF/I   |
| Able to work as part of a team and on your own within your area of responsibility   | ✓                   |                     | AF/I   |
| Confident in dealing with a range of employees often in difficult or stressful situations   | ✓                   |                     | AF/I   |
| Self-motivated and ability to use own initiative.   | ✓                   |                     | AF/I   |
| A logical, analytical approach to problem solving   | ✓                   |                     | AF/I   |

| <b>Personal Skill Characteristics</b>   | <b>Essential<br/>(Tick)</b> | <b>Desirable<br/>(Tick)</b> | <b>Method of<br/>Assessment<br/>(Code list below)</b> |
|---|-----------------------------|-----------------------------|---|
| Commitment to delivering the highest standards of customer care.  | ✓                           |                             | AF/I  |
| Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis | ✓                           |                             | AF/CQ   |
| Ability to work flexibly to meet customer needs.<br>The post holder may be required to work outside normal office hours on occasion                           | ✓                           |                             | I   |
| Graduate CIPD or working towards  |                             | ✓                           | AF/CQ   |

**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification