**Job Description and Person Specification**

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| **Job Title** | HR Advisor  |
| **Team** | HR/People  |
| **Business Division** | Acuity  |
| **Reports to** | HRBP (TBD)  |
| **Location** | Nottingham  |
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| **Summary** |
| To contribute to the overall success of the HR agenda in delivering a proactive and customer focused HR service across Acuity by providing effective support, guidance and advice to managers and staff members on a wide variety of HR matters, such as employee relations, policy and process, recruitment and the delivery of key projects. You will also be responsible for ensuring your regions HR systems, documentation and data is all up to date ensuring you can pull key data and insights.  |
| **Key Responsibilities**  |
| HR Ops & Employee Relations  | * Provide high quality HR advice and guidance directly to managers to facilitate the early resolution on employee relations issues and escalating of difficult, complex or sensitive ER cases, ensuring that the risks associated with such cases are effectively managed.
* Advise and coach managers on the application and interpretation of HR policies and procedures in accordance with current and proposed employment legislation and local arrangements, to ensure consistency, accuracy and best practice
* Support the management of employee cases relating to disciplinary, grievance and sickness absence. This includes providing advice to managers on policy/procedure and legislation, liaising with Occupational Health, supporting formal investigations and hearings.
* Ensure the timely and satisfactory resolution of employee relations issues by maintaining effective relationships with staff side representatives.
* Act as HR lead to our operational managers, in the management of change issues, leading in formal consultation exercises and processing information such as TUPE due diligence and redundancy calculations.
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| HR Team Support  | * Ensure that all employment paperwork and relevant systems are kept up to date to reflect accurate record keeping
* Support with the collation of talent management, PDP’s and succession planning
* Support managers in PDPs and appropriate action plans off the back of these discussions.
* Contribute to HR projects and overall HR agenda
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| People Policies & Data integrity  | * Maintain accurate and up to date records and reports and provide written and verbal reports as required.
* Keep abreast of policy and professional development within your area of professional expertise.
* Actively contribute to the development and implementation of new policies, procedures and practices and review in line with legislation, current best practice and Humankind’s requirements
* You will need to keep ER knowledge up to date with both our internal policies and with upcoming changes that we need to be aware of as a business and updating policies and procedures accordingly
* Provide updates on key changes to policies/ processes/ new initiatives and any trends identified in ER reporting.
* Own the data within the HR systems and operational systems to ensure this is accurate and up to date which in turn improves our reporting and analytics
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| **Qualifications and Skills**  |
| **Education:** CIPD Level 3 or working towards it and/or equivalent experience.**Experience:** 2-3 years in HR with atleast the last 1-2 years in a advisory position **Technical Skills:** Practical understanding and experience of key people processes and practicesThorough experience of working on ER casework Familiarity with employee engagement & culture Experience of working in a high-paced commercial environmentUnderstanding of HR Data and basic reporting Smart, curious, inquisitive - we need someone who can use their initiative to quickly grasp what challenges come our way and in-still confidence to the business.   A curious approach to problem solving. If you don’t know the answer, you can usually figure it out  **Communication:** Clear communicator with the ability to forge strong working relationships The ability to switch up communication styles where appropriate and can adapt accordingly **Organisational Skills:**Highly organised with the ability to juggle and prioritise**Regulatory Awareness:** Must have worked in a regulated environment but doesn’t necessarily have to have a background in healthcare as must be able to show understanding in this area or transferrable understanding  |