JOB DESCRIPTION

JOB TITLE: HR Advisor

RESPONSIBLE FOR: HR & Training Administrator

JOB PURPOSE: To contribute to the provision of a high quality proactive HR service to staff and managers of Age UK Leicester Shire & Rutland. Provide guidance and support to employees and management on various HR-related matters. Play a key role in implementing HR policies and procedures and promoting a positive work environment.

ACCOUNTABLE TO   Head of HR

DUTIES AND RESPONSIBILITIES

MAJOR TASKS

1. Provide guidance and advice to Managers on HR issues to ensure best practice

2. Support managers so that staff can remain well and at work. This may involve engagement with third party health and wellbeing professionals, and advising managers about informal and formal attendance management procedures, and participating in absence meetings where appropriate.

3. Support on various capability investigations, including grievance, disciplinary, performance procedures.

4. Assist Managers with providing HR information for Tenders and TUPE as and when required

5. Ensure a high quality standard of work is produced within the HR team in collaboration with the Head of HR.

6. Undertake projects as directed by the Head of HR as and when required

7. Assist the Head of HR and team in the day to day operational needs of the HR department

8. Lead and support the organisations' goal to achieve accreditations such as becoming a Menopause Friendly or Age Friendly organisation.

9. Assist with Audits and inspections

10. Deal with various HR queries throughout the business

11. Provide advice and playing a major role in work reviews and change processes.

12. Use HR/Payroll systems to access, input and compile data

13. Manage staff relationships, responding to any queries or problems that they have and managing their expectations.

14. Monitor, review and update all HR policies and ensuring these are in line with current legislation.

15. Support the Head of HR in driving the business performance in relation to the organisation's objectives

16. Act as the first point of contact for employees and managers.

17. Oversee the L&D of the organisation, working with managers to ensure compliance is met.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

   Details of these and other Age UK Leicester Shire & Rutland policies can be found in F:\COMMUNAL FOLDER\POLICIES or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.

4. To undertake any other duties that may reasonably fall within the purview of the job.

   This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.