

## JOB DESCRIPTION

<b>Job Title:</b>	HR Advisor
<b>Main Place of Work:</b>	Linton, Thirlestaine Road, Cheltenham Occasional travel to mobile locations within the UK may be required
<b>Responsible to:</b>	Head of HR
<b>Accountable to:</b>	Chief Executive Officer

### Line management

There are no direct line management, responsibilities will include coaching and oversight of work.

### Job Purpose:

To provide an efficient, effective, timely customer focussed HR service to the charity, providing generalist advice and guidance to managers, providing support to manage employee relations and performance management.

To ensure that policy and procedures are consistent and updated in line with employment legislation or regulatory changes, and are followed across the charity, with any concerns escalated.

To provide a first point of contact for HR queries, ensuring these are dealt with promptly and effectively.

### Key areas of responsibility will include:

### Operational Duties

- Provide HR advice, guidance, coaching and training to managers, within own sphere of knowledge, to support effective employee relations, staff engagement, wellbeing and retention;
- Support the delivery of a management development training programme
- Support managers with disciplinary, grievance, flexible work requests, absence management and other formal or informal processes, offering first line advice, ensuring they are effectively managed, timelines adhered to, taking minutes, updating records and generating follow up documentation;
- Provide support to the Head of HR to review contracts, contractual terms, terms and conditions, benefits and operating practices;
- Review, research, create and implement people related policy, procedures, terms and conditions, wellbeing initiatives and benefits;
- Contribute to the charity's recruitment strategy and recruitment and selection processes, supporting managers to determine job descriptions, terms and conditions, selection processes and taking part in interview panels;

- Collate and analyse management information, reporting trends and making recommendations
- Support the development of the HRIS, effectively managing changes and/or implementation of new systems to ensure the needs of the HR team and wider business;
- Identify opportunities for business improvement and make recommendations for changes to people processes across the business; including process mapping changes and ensuring documentation is version controlled;
- Undertaking and completing identified projects to support continuous improvement;
- Ensuring that employee records are accurately and efficiently maintained (both electronically and hardcopy) and are regularly checked and reviewed;
- Monitoring the completion and confirmation of probationary periods;
- Developing and maintaining strong relationships with managers and employees across the business;
- Provide cover by being able to complete the monthly payroll reconciliation checks, and administer and finalise data required for the monthly payroll run to the outsourced payroll provider to ensure salary payments are paid on time, and that pension, HMRC and other payments can be made on time;
- As with other team members, acting as the first point of contact for telephone calls and visitors to the HR Department providing a high level of customer service;
- Maintaining total confidentiality and discretion with regard to employee data and HR information at all times;
- Completing general HR administrative tasks including filing, photocopying, raising purchase orders, delegating these tasks as appropriate

## Specific Duties

- Any other duties in accordance with the level of the role.

## Management of Resources

- Monitor and maintain sufficient and appropriate supplies to support the department.

## Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

## Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

## Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

## Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

## Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information. You are required to undertake the Data Protection training included in the NHS IT Governance Toolkit as instructed.

## Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (CPD) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

## The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

*This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.*

*This post is subject to the terms and conditions of employment of Cobalt Health.*

## Person Specifications

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Good educational achievements to A level standard or equivalent	✓	
GCSE Maths and English Grade C/5 or above	✓	
CIPD qualified, ideally at Level 5 or working towards	✓	

<b>Knowledge and experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable experience of working as an HR Advisor including providing general HR advice to managers, supporting recruitment and selection, and managing employee relations matters	✓	
Demonstrable experience of implementing, developing and maintaining HRIS		✓
Excellent IT skills; ability to use Microsoft Office packages including Word, Excel, Powerpoint and Outlook.	✓	
Excellent knowledge of current and forthcoming employment legislation, including safeguarding, data protection and equality, diversity and inclusion, and recent case law	✓	
Sound knowledge of recruitment processes and implementing recruitment strategies		✓
Experience of working for a charity and/or in a healthcare environment and associated HR issues		✓

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Effective communicator with excellent written and verbal skills	✓	
Working well as part of a team, whilst using initiative and HR knowledge for improvements	✓	
The ability to handle sensitive issues and confidential information with tact and diplomacy	✓	
Confident problem solver demonstrating influencing skills and ability to deal with challenging situations professionally and with sensitivity	✓	
The ability to multi-task, prioritise and streamline work processes	✓	
Ability to process map and recommend changes to improve business efficiency	✓	
Ability to take comprehensive minutes of meetings and record accurate notes	✓	
Ability to plan and organise own workload and support team colleagues	✓	
Represent the HR Department, building an established reputation of trust and professionalism	✓	

Ability to collect, collate and analyse data with strong attention to detail	✓	
Ability to role model to promote corporate behaviours and promote equality, diversity and fairness	✓	
Commitment to continuing professional development	✓	
Coaching line managers		✓
Writing and delivery of training courses for managers		✓

<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Calm, reassuring, personable character	✓	
Enthusiastic to share good practice as part of a team	✓	
Proactive and self-motivated	✓	
Motivated to pursue continued professional development	✓	
Flexible and adaptable	✓	
Professional manner and appearance	✓	
Well organised with excellent time management	✓	
Enthusiasm to learn and willingness try new things	✓	
Willingness to travel to mobile services on occasions as required	✓	
Driver with own vehicle		✓