

## JOB PROFILE: HR ADVISOR

Role:	HR ADVISOR	Date profile last reviewed:	May 2024
Name:		Reports to:	HR BUSINESS PARTNER

### MAIN SUMMARY OF ROLE:

The HR Advisor will report into the Fund's Business Partner. The HR Advisor will take responsibility as the first port of the call for all aspects of the employee lifecycle. You will be required to take responsibility for the Fund's recruitment drives, including advising line managers and managing the onboarding process. In addition, the HR advisor will also be involved in supporting employee relations, performance management guidance, and ensuring policies are consistent and HR queries are dealt with promptly and reliably.

### KEY ACCOUNTABILITIES/RESPONSIBILITIES:

#### Responsibilities include:

- Dealing with the variety of HR queries throughout the organisation with the ability to multi-task the many facets of HR topics.

#### Payroll

- Have knowledge and experience of organising the monthly payroll providing monthly inputs to the bureau, checking monthly reports to ensure accurate payroll inputs and dealing with third parties, including updating of records and signing off payments.

#### Recruitment

- Reviewing and updating job descriptions
- Advising managers on recruitment and selection strategies
- Training hiring managers on candidate interview evaluation techniques
- Assisting with and developing recruitment campaigns
- Coordinating the appointment process for successful applicants
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a major role in work reviews and change processes

#### HR Data

- Using PeopleHR (HRIS) to access, input and compile data
- Produce accurate HR data for relevant and timely reports.
- Monitoring key recruitment metrics, such as turnover and retention rates

#### Employee Relations

- Managing staff relationships, responding to any queries or problems that they have and managing their expectations
- Monitor and provide Head of HR and HRBP with specific data i.e. sickness absence, and assist with advising managers on any issues arising.
- Researching and recommending performance evaluation methods (e.g. employee appraisal systems)
- Identifying development needs
- Assist in the provision of workshops for managers and staff on HR topics and new initiatives
- Supporting the HR Business partner and Head of HR with various capability investigations, including grievance and disciplinary

#### HR Policies

- Monitoring, reviewing and updating all HR policies ensuring these meet current legislation
- Support Head of HR on Continuous Improvement initiatives to support any People Strategy

initiatives by driving the business performance in relation to the organisation's objectives	
<b>COMPETENCIES REQUIRED FOR THE ROLE</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Deciding &amp; Initiating Action</li> <li>Adhering to principles and values</li> <li>Relating and networking</li> <li>Planning and organising</li> <li>Delivering Results &amp; Meeting Customer Expectations</li> <li>Following Instructions &amp; Procedures</li> <li>Coping with pressures and setbacks</li> </ul>	<ul style="list-style-type: none"> <li>Persuading &amp; Influencing</li> <li>Applying expertise and technology</li> <li>Learning and researching</li> <li>Writing and reporting</li> <li>Adapting &amp; Responding to Change</li> <li>Achieving Personal Work Goals &amp; Objectives</li> </ul>
<b>QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE</b>	
<b>Academic or Professional Qualifications (or equivalent):</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>CIPD qualified or working towards a HR professional qualification (CIPD or equivalent) or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of CPD</li> </ul>
<b>Knowledge/ Experience:</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Relevant generalist HR experience</li> <li>Experience of providing HR advice and support to managers and other staff</li> <li>Experience of working on projects with set outcomes and timescales</li> <li>Experience of analysing HR data to support evidence-based decisions in the workplace</li> <li>Experience of using HR Information Systems</li> <li>Up-to-date knowledge of employment legislation and professional HR issues</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the Third Sector</li> <li>Experience of payroll</li> <li>Experience of administering an HR Information System</li> </ul>
<b>Skills/Abilities:</b>	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>Ability to work in a fast-moving working environment</li> <li>E-literate including Excel</li> <li>Good interpersonal, communication, influencing and negotiation skills</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Other Requirements:</b>	
<ul style="list-style-type: none"> <li>Travel to other Fund and UK locations (as appropriate).</li> <li>Carry out any other duties that is within the scope of the job as requested by the HR Business Partner or Head of HR.</li> </ul>	

### Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date