

# Job Description:

## HR Advisor - UK

General role information	
<b>Job Title:</b>	UK HR Advisor
<b>Reporting to:</b>	UK HR Business Partner
<b>Salary Band:</b>	Band E
<b>Notice period:</b>	3 Months
<b>Budget Responsibility?</b>	No
<b>Contract type?</b>	Permanent
<b>Direct Reports?</b>	No
<b>Client facing role?</b>	No
<b>Key stakeholders – internal?</b>	Treatment Centre and Support Function Management Team, HR Team
<b>Key stakeholders – external?</b>	Occupational Health, DBS and due diligence agencies
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department/team	
<p>The HR function is responsible for ensuring the appropriate, sustainable, organisational structure is in place for MSI Reproductive Choices UK to achieve its mission, goals and objectives.</p> <p>As custodians of the values and culture of the organisation, the HR team are responsible for the employment policies, procedures, practices and systems that govern the full colleague life cycle.</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

[Resourcinguk@MSIChoices.org](mailto:Resourcinguk@MSIChoices.org)

### The role

The UK HR Advisor plays a key role in providing a pro-active, professional and efficient HR service ensuring policies, procedures, legislation and best practice are adhered to.

The UK HR Advisor will provide specific support in relation to employee relations issues in particular absence, conduct and performance management. They will work collaboratively with key stakeholders to proactively identify areas where HR can add value. In this generalist role, they will support HR initiatives and advise, guide and support colleagues and managers, providing high level people management support.

Although this role primarily supports our West division, as part of the wider HR Team they may also provide advisory support to our East division.

As this role primarily covers our treatment centres, travel to all sites will be expected, as and when required.

### Key Responsibilities

- Proactively look at ways to improve and simplify our MSUK processes and harmonising where appropriate (this includes providing impartial advice, understanding the escalation process and improving self-service and encouraging where appropriate).
- Be the first point of contact for HR advice included but not limited to, employee relations, policies, processes.
- Provide pro-active support to managers on complex employee relations issues in particular attendance, disciplinary, grievance and absence meetings and advise those leading the issues on the appropriate approach, ensuring this complies with the relevant employment legislation, policies and best practice. This includes investigation and hearing packs, note taking and outcome letters.
- Support our line managers to resolve individual performance / capability issues using appropriate tools, e.g. performance improvement plans and support the manager in taking swift action as appropriate.
- Promote line manager self-service of HR systems, policies and processes, toolkits, challenging where appropriate.
- Support the annual appraisal process, including appraisal coaching/workshops, communications to the organisation and compliance reporting.
- Support the wider UK HR team with key projects.
- Support the HR Coordinator with the family friendly processes, including Maternity, Paternity, Adoption and Shared Parental Leave.
- Conduct and manage the monthly sickness reporting process, working alongside the HR Advisor – East division.
- Provide HR system support and maintenance including HR reporting.
- Where required, provide efficient and professional HR administrative support to the HR team.
- Assist and oversee all HR payroll administration where required and work closely with payroll to ensure all HR information is recorded accurately.
- Oversee and support the HR Coordinator with the occupational health process including management referrals, vaccination and immunisation updates as well as providing advice to line managers with

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complex case management.

- Support the annual salary review and bonus process including the collation of relevant data for upload.
- Ensure compliance with UK immigration right to work rules and legislation and internal processes and systems.
- Process and manage any people related subject access requests.
- Oversee monthly compliance reports and subsequently act to ensure colleagues have the correct registrations / indemnity/DBS/citizenship checks are in place in line with our professional registration policy.
- Support the HR KPI monthly and quarterly reporting process alongside the HR Coordinator, and proactively develop strategies for improving areas of concern.
- Support HR policy reviews and development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**

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