# Marie Curie

# Job Description

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| Job title: | HR Advisor |
| Department: | Business Partnering |
| Location: | Home Based England & Wales |
| Reports to: | HR Business Partner |
| Accountable to | Head of People Business Partnering |
| Grade: | D |

**Job Purpose/Summary**

The post holder will support the HR Business Partner in the delivery of a professional, high quality HR service to a designated directorate. They will provide professional advice to managers and employees on the full range of HR matters including relevant employment legislation and support the HR Business Partner with a defined Employee Relations remit for their designated directorate, including formal absence meetings, disciplinaries and consultations e.g. TUPE.

**Key Relationships**

- Head of People Business Partnering
- HR Advisors HR Business Partners / Volunteering Business Partners
- Other People & Organisational Development teams i.e. Reward, Talent Acquisition, Talent & Devlopment
- Payroll team
- People Operations Team
- Trade Union Representatives
- MC Occupational Health provider

**Accountabilities (Duties & Responsibilities)**

- Work with Business Partnering colleagues and the wider People & Organisational Development (POD) Directorate to ensure that the services provided meet both the needs of the directorate supported and the wider charity objectives.
- Provide professional advice and assistance to managers on misconduct and capability issues and act as the HR representative at designated disciplinary/capability and procedural meetings.
- Act as mediator between parties in situations of conflict – either informally or as part of a mediated solution.
- Prepare and distribute management reports and information to senior managers which will inform and assist managers to develop (in conjunction with the HRBP) appropriate action plans. E.g. in relation to monitoring sickness absence and managing performance etc.
- Advice on maternity, paternity and adoption cases as required
- Proactively manage both long and short term sickness cases, advising managers on appropriate action and liaising with the charity's Occupational Health Provider

as required as well as carrying out Attendance Review meetings with operational managers
- Involvement in local interviewing as and when required
- Deliver local workshops on HR related topics as and when required
- Work in partnership with the HR team & Payroll team in resolving customer queries within agreed timescales, proactively meeting their requirements and supporting colleagues in meeting the overall objectives of the HR Department.
- Support the improvement of processes associated with HR policy and employee relations issues
- Undertake designated project work as required

**General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

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| Marie Curie | **Marie Curie**<br>**Person Specification** |

Job title: HR Advisor

| Criteria | Essential | Desirable | How assessed |
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| Skills / Abilities | Sound communication and interpersonal skills and the ability to deal professionally, sensitively and tactfully with a range of ER situations<br><br>Evidence of well developed customer service skills, including influencing, coaching skills<br><br>Ability to organise own workload to meet deadlines<br><br>Effective time management skills<br><br>Ability to self-manage and work without supervision when necessary<br><br>IT Literate to at least an Intermediate level for Word, Excel, E-mail and Internet | Demonstrated experience of successfully supporting managing change | Application form / Interview |
| Knowledge | Sound current working knowledge of employment legislation<br><br>Knowledge of how HR can impact upon organisational efficiency and the patient experience | | App Form/Interview |
| Qualifications, training and education | Associate/Chartered member of the CIPD or equivalent HR qualification<br><br>Five GCSEs (grade C or above) or equivalent, including Mathematics & English | | Application Form |
| Experience | Sound generalist HR experience in advising managers on best practice | Producing Management information & statistical information from an HR | App Form/Interview |

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| | HR approaches particularly involving change management and guidance on application of HR policies and procedures<br><br>Recent experience of working in a similar sized, fast paced organisation with multi-site responsibilities.<br><br>Recent experience of working/liaising with Trade Unions. | database<br><br>. | |
| Other requirements | A proactive and flexible approach to work patterns<br><br>Willingness to travel within designated region | | App Form/Interview |

**Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.**