

## JOB DESCRIPTION

<b>Job Title</b>	People Advisor
<b>Reports To</b>	Head of People
<b>Location</b>	Brentry / Hybrid
<b>Department</b>	People
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To advise on the whole employee lifecycle to managers and employees</li> <li>• To work in partnership with leaders and HR colleagues to shape, develop and deliver people strategies, activities and solutions in line with the needs and priorities of the Hospice</li> <li>• Operating as the departmental HR expert, to advise, guide and support staff and managers by providing high level people management and development support across designated departments.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Managers across the Hospice</li> <li>• People Team (HR / L&amp;D / Payroll)</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support managers with all operational people issues giving clear and concise advice, escalating complex issues to the Head of People.</li> <li>• Provide timely advice on HR issues in relation to absence management, disciplinaries, grievances, case work, performance management and probationary management to ensure compliance with legislation and HR policies and procedures</li> <li>• Advise, support and coach managers on the interpretation and application of policies, processes and procedures, ensuring these are applied fairly and consistently</li> <li>• Advising managers on recruitment and selection including reviewing and updating job descriptions, discussing recruitment strategies, recruitment campaigns and training hiring managers on applicant tracking software</li> <li>• Recommend appropriate courses of action in line with best practice, policies, employment legislation and relevant regulatory frameworks</li> <li>• Provide advice and support to managers in change management activities and team dynamics, such as redundancy, TUPE and other organisational change situations ensuring correct information and consultation processes are followed</li> <li>• Provide guidance and advice to employees on people policies, pay and benefits and terms and conditions of employment</li> <li>• Ensure accurate records are maintained so that appropriate information is available to support any present or future decisions/challenges in relation to HR and other matters</li> <li>• Monitoring, reviewing and updating all HR policies and ensuring they are in line with employment law</li> </ul>

- Lead on manager training on key people policies
  - Creating, analysing and reporting key people MI data and insights in order to make informed, evidence based decision
  - Contributing to the continuous improvement of the People Team through review and improvement of all people process to drive employee engagement
  - Support and lead on areas to support the People strategy, such as ED&I, employee engagement, benefits, wellbeing
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## **St Peter's Hospice Values**

**Excellence** - to strive to be the best we can, listen, learn and innovate

**Compassion** - to show understanding and care in everything that we do

**Respect** - to value everyone and embrace the value of our differences

**Passion** - to be proud of our work and the impact we have

**Collaboration** - to work as one team - built on shared goals and effective relationships

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## **Health and Safety**

Under the provisions of the Health & Safety at Work Act 1974, it is the duty of every employee

i) to take reasonable care of themselves and others at work

ii) to co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty.

iii) Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

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## **Rehabilitation of Offenders**

The Hospice promotes equality of opportunity for all individuals with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

We undertake not to discriminate unfairly against anyone who has previous criminal convictions and having a criminal record will not necessarily be a bar to employment with the Hospice.

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## **Scope of Job Description**

This job description reflects the immediate requirements and objectives of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

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## PERSON SPECIFICATION

<p><b>Qualifications</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Good level of numeracy and literacy (GSCE Maths &amp; English)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Degree Education</li> </ul>
<p><b>Knowledge &amp; Experience</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Previous experience working at People Business Partner / Adviser / Officer level in a generalist role</li> <li>• Experience of supporting managers in all areas of People matters including employment offers, performance improvement, disciplinary &amp; grievance, absence &amp; sickness, variation of terms, termination of employment and recruitment, etc.</li> <li>• Experienced in supporting and advising employees on the full spectrum of ER issues</li> <li>• Previous experience of handling recruitment campaigns</li> <li>• Sound working knowledge and understanding of UK employment legislation</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• CIPD at least Level 5 qualified and/or have equivalent proven level of experience</li> <li>• Experience of advising on organisational change, including redundancy and TUPE</li> <li>• Experience of working in the NHS or other healthcare organisation</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Able to organise and prioritise multiple work streams within a fast paced and complex environment</li> <li>• Excellent communication skills</li> <li>• Strong IT skills, understanding of all Microsoft IT packages and experience of working with HR information systems</li> <li>• Ability to analyse and interpret key management information relating to people data in order to make evidence based decisions</li> <li>• Ability to keep calm under pressure and maintain confidentiality</li> <li>• Ability to demonstrate empathy and sensitivity when dealing with others</li> <li>• Ability to provide innovative solutions to issues and strive for continuous improvement</li> <li>• The ability to explain complex employment issues and legislation in non-HR speak</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• A skilled facilitator, able to get the best out of people within a workshop situation</li><li>• An understanding and empathy for the work of the Hospice</li><li>• Driving license and own transport</li></ul>
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