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**Job Description**

**Role Title** – HR Advisor

**Company Role Profile –** OS?

**Reports to** – Deputy Chief Operating Officer

**Purpose of Role**

To support the provision of general HR advice to managers and employees on routine HR issues, HR policies and procedures and terms and conditions of service;

To support managers at formal attendance reviews and to advise/support on conduct matters to an appropriate stage of the capability procedure;

To build and develop effective working relationships at all levels and to provide business focused support and guidance.

**Key Tasks and Responsibilities of Role**

To support the interpretation and application of the company’s HR policies and procedures, terms and conditions, and employment law.

To take a proactive role in advising on reducing absence within the company to help achieve company targets.

To provide consistent advice and guidance to managers on queries over a range of HR issues, using defined levels of expertise and knowledge.

Support investigations, preparation of cases for hearings and participation in meetings, most of which are of a sensitive and confidential nature.

To attend first level formal meetings as appropriate, providing appropriate advice and support to line managers.

To provide support in the management of poor performance, misconduct and sickness absence issues in accordance with the company’s policies and procedures.

To support with organisational change, including administrative processes behind staff consultations, avoidance of redundancy situations and TUPE transfers.

Provide written and verbal responses to ad hoc queries from managers and employees.

To provide support to disciplinary, grievance and other such processes including setting up, and taking and typing of notes of meetings and hearings.

Support in the management and development of company HR policies, and guidance to managers and employees to enable a consistent organisational approach to people issues, and roll out of policies and procedures.

To support the company to identify, promote, design, deliver and evaluate HR L&D activities.

To develop and maintain effective working relationships with trade unions in accordance with the company’s framework.

Ensure HR knowledge is up to date, including legislation, best practice and trends in HR.

Any other duties as required.

**Additional Information/Other Requirements**

Other duties and responsibilities allocated which are appropriate to the grade of this post.

The post holder will be required on occasion to travel within the City, as required, to undertake the role.

The post holder will be required to attend meetings or provide services outside of the usual working hours where reasonably requested to do so.

**Statutory Requirements**

In line with the company’s statutory requirements, all employees should:

Carry out duties with full regard to the company’s equalities policy, and all other policies.

Comply with the company’s health and safety policy, rules, regulations and Health and Safety legislation.

Comply with the principles and requirements of the General Data Protection Regulations in relation to the management of company records and information, and respect the privacy of personal information held by the company.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the company’s information security standards and requirements for the management and handling of information.

Use company information only for authorised purposes.