



Job Description

HR Advisor



The role

Reporting to the Head of Talent, you will work with the HR Assistant to provide pragmatic, commercial and legally compliant HR advice and guidance to line managers within our organisation with indemnified advice from outsourced HR provider. You will be responsible for ensuring all ER paperwork is processed in a timely manner and working as part of the Talent Team.



You will be responsible for:

- Providing advice and guidance to line managers across the full spectrum of employee relations issues, particularly discipline, grievance, absence, performance.
- Support line managers with probation cases, AWOL cases and low-level absence management cases in line with policy, procedure and best practice.
- Coaching managers on a day to day basis so that they can effectively and confidently manage any people issues both informally and formally taking into account policy, procedure and best practice.
- Acting as a mentor to HR colleagues.
- Analysing the data and creating visual presentations to share information such as turnover, absence levels, conflict rates with internal colleagues such as senior management team.
- Creating and delivering training to line managers to enable them to further understand how to manage ER issues within the workplace.
- Assist with exit interviews upon employee resignations and maintain the retention database to capture feedback provided by leavers.
- In conjunction with the Gray Healthcare's policy and procedures platform, QCS, ensuring all company policies and procedures are up to date in line with current employment law and review schedule.
- Assist the Head of Marketing with engaging communications around business changes and policy updates.
- Provide assistance and cover to the HR Assistant.
- Work with the Head of Talent to identify process improvements and system changes to improve data quality and efficiencies.



What do you need?

- CIPD Level 5 or equivalent
- Strong HR Advisor experience with exposure to ER issues
- Experience of supporting line managers in how to handle a range of ER issues both informally and formally
- Ability to organize and prioritise a caseload within a fast-paced environment.
- Experience of writing and amending ER policies
- Experience of using MS Office for processing letters, spreadsheets or other documentation; experience in using and updating HR systems
- Commitment to continued personal development, keeping informed of policy and legislation changes
- Ideally experience in Health & Social Care and knowledge of CQC and Safeguarding.