

nightingale hammerson

HR Advisor

This is a new role and a great opportunity for an experienced HR Advisor to join our expanding HR team, and be ready to hit the ground running, providing a professional and efficient Human Resource service in an ever changing environment.

About the role

The HR Advisor will act as the first contact for all HR advisory queries. You will manage employee relations case-work from start to finish, providing sound professional advice and support to managers on a wide range of HR matters including recruitment, employee relations, performance management and sickness and absence management.

As a member of the HR team, reporting to the HR Manager, you will also play a key role in supporting strategies to promote people management practices within the organisation. You will contribute towards policy development and new initiatives and projects.

Key Responsibilities:

- Advise and coach managers on employee relations matters
- Support managers in dealing with performance issues both formally and informally
- Prepare, co-ordinate and oversee Tribunal claims documents.
- Coach and train Managers on HR policies and procedures
- Assist in the development and implementation of HR policies and procedures
- Conduct new joiner inductions
- Contribute as necessary to formal consultation exercises as part of organisational change initiatives
- Create, report and contribute to the HR Audits and metrics.
Ensure that all correspondence being sent is of good standard and quality and meets requirements
- Support the HR Manager in collating management information and reports
- Advise on immigration matters, ensuring compliance with legal requirements.
- Undertake Ad-hoc project work

Successful applicant will require:

- Strong knowledge and understanding of performance management and employee relations, with previous experience of managing multiple casework
- Strong project management and organisational skills, to manage high volumes of work, often within tight deadlines
- Ability to plan ahead to provide a proactive HR support
- High standard of written documentation, and previous experience of producing professional and robust letters and reports
- Strong interpersonal skills, working effectively at all levels across the organisation
- Strong attention to detail
- Willingness to take on extra responsibility and go the extra mile
- CIPD qualified/part qualified or equivalent
- Strong excel skills and the ability to present and interpret data.

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JOB DESCRIPTION

Post Title:		HR Advisor	
Department:		Human Resources	
Full/Part Time:	Full Time	Hours of Work:	37.5 hours per week
Reports to:		HR Manager	
<p>Purpose of the Job:</p> <p>To deliver a professional responsive HR service to staff and managers across the organization.</p> <p>To build and develop relationships with managers and staff at all levels providing support and advice on a range of HR matters.</p> <p>To Support the HR Manager in developing appropriate strategies to promote good people management practices within the organization.</p>			
<p>Equal Opportunities</p> <p>Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p>			

Duties and Responsibilities

- Provide an efficient and effective customer focussed HR service which supports all aspects of an employee relationship and engagement with Nightingale Hammerson, including recruitment, terms and conditions of employment, performance management
- Build relationships with managers at all levels and develop a good understanding of their work in order to provide advice and guidance on HR issues
- Engage in promoting and 'living the values of the organisation,
- Provide HR policy and procedural advice to managers and staff with reference to Human Resources Manager where necessary. To give advice on employment relation issues. Research policies and amend/draft as necessary using technical resources available (CIPD/Kroner on line, etc.)
- Work with managers to analyse problems and make decisions in a timely and consultative way.
- Ensure effective monitoring of sickness trends and ensure remedial action is taken in line with the organisations policy
- Produce written reports to analyse trends and forecasts within the context of people management

- Support change management programmes within the organisation including restructuring and TUPE
- Participate /assist in internal investigations and hearings as appropriate. Including conducting and writing up of investigation reports, and attending disciplinary/grievance/sickness reviews as required.
- Provide statistical information in respect of HR metrics, HR benchmarking, sickness occurrences.
- Support recruitment when required and advise on best recruitment strategy for each vacancy. Arrange advertisements, response handling, update appropriate areas of the website. Assist Managers to update job descriptions if necessary, and participate on interview panels if required. Produce contracts of employment and liaise with Payroll Department.
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- Update the HR Database as required with training attendance data, immigration/visa data, and criminal records checks. Produce reports from the database as required.
- Liaise with government offices for processing all documents required in relation to immigration / visas / sponsorship for new and current staff including composing any correspondence required. Also to monitor existing staff records for visa expiry dates, and take necessary steps to ensure staff/manager are notified and ultimately ensuring compliance with UK Border Agency requirements.
- Liaise with Managers to obtain completed probationary, induction checklists, supervisory and appraisals forms.
- To be responsible for collating management information and producing monthly reports as required and in with HR KPIs
- Take the lead on specific research projects which arise from time to time.
- Liaise with Managers to compile accurate sickness/absence statistics, trigger levels monitoring.
- Any other tasks considered reasonable and associated with this job role

To maintain Nightingale Hammerson's values of:
Compassion; Respect; Excellence; Dignity; Integrity

PERSON SPECIFICATION

The requirements listed below are considered to be either **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

Criteria	Essential or Desirable
Qualification	
1. Graduate level education	Essential
2. CIPD qualified/part qualified	Desirable
Experience	
3. Experience of reviewing systems and processes as part of continuous improvement.	Essential
4. Experience of using Excel to intermediate level	Essential
5. Experience of using HR database	Essential
6. Experience of leading on projects with identifiable outcomes	
Knowledge	
7. Excellent knowledge of employment law and its practical application	Essential
8. Knowledge of UK Border agency requirements	Essential
Skills	
9. Literacy and numeracy skills in order to produce a variety of written material and statistical information.	Essential
10. Ability to prioritize work within the context of competing demands.	Essential
11. Ability to work on own initiative without constant guidance.	Essential
12. Ability to effectively work with a range of colleagues.	Essential
13. Ability to effectively communicate and foster good relationships with a range of people, including residents, their family and Carers, managers and staff from the Nursing and other Departments	Essential
14. Ability to produce neat and accurate work to deadlines.	Essential
15. Ability to use a variety of computer packages, with training, in order to produce a range of reports and statistics as required.	Essential