

Job Description

Directorate Resources	Grade G
Service Human Resources	Job evaluation number
Reports to HR Manager	Responsible for Some post holders will be responsible for an Assistant HR Partner

Job purpose and role

- Work as a member of the HR team, delivering high quality consistent HR and L&OD services to Beyond Housing
- Work closely with identified managers to champion, drive and embed the HR agenda across Beyond Housing, supporting company performance and promoting excellence in people practices throughout
- Take responsibility for leading on specific HR/L&OD strands or projects to support the achievement of strategic objectives
- Promote a culture in line with our values:
 - Believe and trust in each other
 - Embrace and create change
 - Reflect and learn
 - Aspire and grow together.

Main duties and key result areas

- Deliver a high quality HR partnering service to allocated managers, providing coaching and guidance on all strategic and operational HR matters and gaining feedback on HR systems and initiatives to support their development
- Progress an allocated operational caseload e.g. change management, performance management (absence management, capability, disciplinary, grievance, appraisal) recruitment, job evaluation, etc. according to agreed policies and procedures

- Keep the HR Manager informed of progress and potential barriers at all times to enable them to ensure a consistent high quality HR service, fair distribution of work and to support your development. This includes maintenance of appropriate records of all activities to enable colleague cover and tracking of performance against KPIs and action plans
- Support the analysis of HR records, statistics and trends to inform management decision making, including running reports from the HR database
- Maintain detailed and up to date knowledge of the areas of the business allocated to you to ensure a strategic approach to HR that enables effective business planning decisions
- Support the L&OD Manager to identify, promote, design, deliver and evaluate L&OD activities
- Support the development of policies, procedures and work instructions to ensure effective guidance to managers, staff and to the HR team to enable a consistent organisational approach to people issues, and roll out policies and procedures to managers
- Support trade union consultation and negotiation, and employee involvement/engagement
- Take responsibility for specific projects and initiatives to support the achievement of Company strategies, and HR / company-wide service plans. This may include supporting the achievement of appropriate accreditations.
- Take responsibility for leading one or more of the following strands of HR delivery: wellbeing and engagement, recruitment, management (including maintenance and updating) of the HR data system, performance management
- Ensure knowledge of HR is kept up to date, including legislation, best practice and trends in HR

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations,



**Job Description and Person Specification
HR Advisor/HR Partner**

Document owner: Head of HR

policies and procedures

- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
2	6/12/18	Person spec amended for recruitment

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Effective coaching skills	E
	Able to deliver training/awareness sessions to managers/employees	E
	Excellent communication and interpersonal skills – able to build and maintain relationships with a range of stakeholders	E
	Excellent organisational skills, ability to prioritise	E
	Able to deal with difficult and sensitive situations in an appropriate and professional manner	E
	Able to interpret policy and procedure to provide clear and consistent advice on a full range of HR matters	E
	Able to undertake research and develop policies, procedures, initiatives, projects and events	E
	Able to compile accurate data and analysis	E
	Computer literate, including ability to use HR data systems to monitor performance and determine appropriate actions	E
Knowledge and experience	Up to date knowledge of employment legislation and HR best practice	E
	Knowledge of a full range of potential HR issues, including recruitment, employee relations issues, etc.	E
	Experience of conducting job evaluation using appropriate tools	D
	Experience of undertaking research and developing policies, procedures, initiatives, projects and events	D
	Proven recent experience in a generalist operational HR role including giving advice to line managers	E
	In depth knowledge and experience of one of the following project strands: HR data systems, recruitment, wellbeing & engagement, learning & development, performance management	D
	Experience of coaching managers through a variety of HR situations applying policies and procedures	D
	Experience of working in a fast paced HR team, meeting competing deadlines	E
Qualifications	Degree level qualification or relevant exempting experience	E
	Current Associate (or higher level) membership of the CIPD	E
	CIPD level 5 or other equivalent HR qualification	E
	Higher level qualification in relevant HR related subject	D
	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	D
Personal attributes	Flexible and open to change	E

Attribute	Detail	Essential or desirable
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
	Focussed on leading, coaching, empowering and motivating employees	E
	Committed to team development and identification of on-going training needs	E
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E