



Job Description

Job Title:	HR Advisor (6 months FTC)
Base:	Garden House Hospice Care
Responsible to:	ER Manager
Hours	37.5 hours per week

OVERALL AIM

Supporting HR / ER initiatives with a focus on supporting and empowering line managers. Providing support and advice in all aspects of Employee Relations ensuring that those who work at Garden House Hospice have the best possible employee journey.

RESPONSIBILITIES:

Employee Relations

Be first point of contact for ER issues

Support and empower line managers on good practice across the employee journey.

Support and empower managers to have the tools necessary in order to manage their teams through support and coaching. These are in areas including but not limited to managing absence, performance, grievances and disciplinarys.

Recruitment, On & Off-Boarding

Support the HR team with Recruitment and on-boarding processes where necessary. This will be in line with safer recruitment including developing candidate packs, shortlisting, interviewing, candidate checks etc.

Ensure essential employee information is processed in good time for monthly Payroll.

Support the on / off-boarding process is managed effectively. This includes informing payroll, IT and other key stakeholders as appropriate.



Support with the exit interview process. This includes collating and providing feedback to the People Director.

HRIS

This includes ensuring regular audits are undertaken to ensure GHH adheres to good practice and HR legislation. This includes monthly DBS, NMC (*and any other relevant governing bodies*) checks.

Ensure employee information is accurate, up-to-date and managed in a timely manner.

Be comfortable developing and running reports on our HR System. This information will then contribute towards the monthly reports as well as inform our decision making on areas such as sickness absence.

Equality, Diversity & Inclusion

Support with the development and implementation of our EDI programmes to support this key initiative.

Organisational Excellence

We strive to achieve excellence in everything we do. This role is key in supporting our HR initiatives leading to achieving this.

GENERAL

Work collaboratively and supportively within the HR team as well as other departments to ensure that HR are represented in a professional, agile and proactive manner. In doing so, you will help HR achieve its objectives .

Maintain absolute discretion and maturity in handling sensitive/confidential data.

Any other reasonable management requests .

You will be:

- CIPD qualification or part qualified;
- Extensive HR Advisor level ER knowledge including but not limited to grievances, restructures, managing capability, managing absence;
- IT literate (*we use Cascade as our HRIS*);



- Excellent verbal and written communication skills;
- Confident in delivering complex information and advice clearly;
- Experience in taking ownership of tasks and projects, and working on own initiative;
- Strong knowledge of employment legislation relevant to specialism;
- Excellent attention to detail.

Purpose & Core Values

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

Additional Information

Ensure familiarity with procedures for dealing with incidents such as accidents or fire.

This job description sets out the key tasks and responsibilities. It is not intended to be comprehensive. It is essential that it should be regarded with a degree of flexibility so that the changing needs of the organisation can be met.

Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • CIPD qualification or part qualified 	
Experience	<ul style="list-style-type: none"> • Extensive knowledge and expertise of working at HR Advisor level with a focus on managing absence, performance, grievances and disciplinaries. • Familiarity with good HR practices including recruitment, ER, engagement, health & wellness 	
Skills / Knowledge	<ul style="list-style-type: none"> • A strong, commercial ER knowledge • Excellent oral and written communication skills, including the ability to communicate professionally at all levels. • Excellent organisation and time management skills with the ability to work independently and to deadlines. • Knowledge and experience of working with HR systems (we use Cascade). Additionally, excellent knowledge of the MS-Office suite • Excellent attention to detail with the ability to actively seek and find solutions to problems. • Ability to work flexibly to meet deadlines and respond to unplanned situations. 	
Behavioural / Personal	<ul style="list-style-type: none"> • Must have a flexible ‘can do’ attitude; the drive and enthusiasm to improve the service and achieve high standards with a strong work Ethic. 	



Essential Criteria - *these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.*

Desirable Criteria - *these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.*

Means of Assessment - *please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.*