

Job Description

Job Title:	HR Advisor
Base:	Garden House Hospice Care
Responsible to:	People & Culture Director
Hours	37.5 hours per week (1x FTE)
Salary:	Up to £37,500 per annum

OVERALL AIM

HR Advisors will act as agile, trusted partners to their business areas, covering clinical and non clinical (enabling) teams and will provide their business managers with qualified people focussed solutions to empower them to attract, grow and retain a strong capable, resilient, highly skilled and motivated workforce to achieve the organisational aims in line with the values of the Hospice, putting people at the heart of everything.

RESPONSIBILITIES:

- Work collaboratively with HR colleagues offering coaching and development opportunities to HR Administrators and Coordinators
- Support, coach and empower managers to demonstrate and deliver good people practices in line with business needs
- Provide qualified, consistent, well informed and practical end to end people focussed solutions to facilitate and manage complex employee relationships in line with policies, processes, legislation and best practice for people practices with risk managed outcomes including, but not limited to recruitment, onboarding, probation, capability, Occupational Health referrals, grievances, disciplinaries, restructures, TUPE and offboarding
- Drafting correspondence for employee relation cases
- Maintain accurate records to deliver against HR KPIs
- Use data and metrics to identify concerns, trends and patterns and inform business recommendations and decisions
- Demonstrate and apply expertise of inclusion and equity across all people practices to promote the social responsibilities of an employer of choice
- When applying people practices, consider, challenge and review processes to provide a better employee journey

- Lead on agreed HR projects and act as stakeholders in other projects to achieve the team goals
- Contribute positively to HR team meetings to continuously raise the profile of the HR team
- Ensure essential employee information is processed timely for monthly Payroll

GENERAL

- Apply and demonstrate the organisational values and behaviours at all times
- Continuously work in line and adhere to all requirements to ensure the health and safety, physically and emotionally, of self, staff, volunteers, patients, supporters and visitors to the hospice
- 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
- Continuous self development and keeping up to date with legislation and practices
- **Garden House Hospice Care is an equal opportunity employer and proud to be a Disability Confident employer. We celebrate diversity and are committed to creating an inclusive and equitable environment for all employees**

You will be/have:

- CIPD qualification or part qualified
- Extensive HR Advisor level ER knowledge
- Confident user and champion of Microsoft IT solutions
- Proficient user of HRIS solutions (*we use IRIS Cascade*)
- Excellent verbal and written communicator
- Confident in delivering complex information and giving clear, practical advice
- Experience in taking ownership of tasks and projects
- Be a strong collaborator
- Able to work effectively with minimal direction
- Knowledgeable of current employment legislation
- Excellent attention to detail