

JOB DESCRIPTION

Job title: HR Advisor
Line Management: Nil

Reports to: HR Manager

Job Summary

Dealing with various HR queries throughout the Trust
 Managing recruitment campaigns and advising managers on recruitment and selection strategies
 Coordinating the appointment process for successful applicants and verifying that candidates have the right to work at the Trust
 Using HR information systems to access, input and compile data
 Managing staff relationships, responding to any queries or problems that they have and managing their expectations
 Monitoring, reviewing and updating all HR policies and ensuring these are in line with current legislation
 Management of employee relations cases - supporting and advising the manager from start to finish (to successful resolution)
 Acting as the point of contact for hiring managers, employees and other HR team members
 Assists in the implementation of HR policies, including training, recruitment and performance procedures
 Identifies and monitors training and staffing requirements throughout the organisation
 May also be required to work on specific projects headed by the HR Manager, such as job evaluation, manpower planning or pay and grading
 Advising on disciplinary and employee performance problems
 Managing pensions and benefits administration
 Analyse training needs in conjunction with departmental managers.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications / Education		
CIPD Level 3 or above	X	
HR Degree/Studying towards		X
Knowledge, Skills & Experience		
Previous experience in a similar role	X	
Up to date knowledge on employment law	X	
A strong employee relations background	X	
Ability to develop and maintain professional relationships at all levels.	X	
Ability to balance conflicting demands.	X	
Sound judgment and problem-solving skills	X	
Strong communication skills, both written and verbal		
Personal Qualities		
Positive, proactive, and can do approach	X	
Confident self-starter	X	
Driven and determined to deliver results to the highest standard		
Excellent organisational/timekeeping skill with a flexible approach		

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