

JOB DESCRIPTION - HR Advisor

<u>Responsible to:</u>	Divisional Support Manager
<u>Key Relationships:</u>	Divisional Support Manager; 1 x HR Operations & Systems Manager; 10 x Registered Home Managers; 1 x Recruitment Specialist.
<u>Purpose of role:</u>	To assist in providing a proactive generalist Human Resources advisory service including employee relations, recruitment, organisational development, policy development and interpretation; whilst driving best practice and ensuring compliance with all employment legislation.
<u>Values</u>	To promote and adhere to the Greensleeves Care workplace values of respect, openness, and responsibility.
<u>Location:</u>	Nominally based at Head Office. However, there will be occasional travel to Greensleeves Care Homes.

Principal Responsibilities

- To provide advice to Home Managers across the division in relation to employee relations activities, recommending the most effective solution in line with Greensleeves Care policies, processes, and best practice.
- Interpret employment law and HR best practice to ensure advice and guidance is both accurate and up to date.
- To capture and track all advice provided to ensure effective and proactive case management and compliance with data protection legislation.
- To oversee and provide support on disciplinary and grievance hearings and produce correspondence.
- Advise managers on recruitment and selection issues, including reviewing job descriptions, person specifications and participating in interview panels when necessary.
- Analyse information taken from the “HR Advice” email and telephone channels to identify root causes of issues and suggest and discuss interventions to address issues with the Divisional Support Manager or where necessary the HR Operations and Systems Manager or Director of HR.
- To strive for efficiency, whilst continuously improving delivery of HR services and processes, in collaboration with the Divisional Support Manager, to Home Managers, Head Office and all staff members, including:

- Supporting Home Managers in all matters relating to HR including terms and conditions, pay and reward and learning and development
- Communicating family friendly policies to include maternity and shared parental leave to staff, assisting with any queries and ensuring all relevant paperwork is produced.
- Support the Director of HR and HR Operations & Systems Manager in the delivery of HR elements of organisational development and cultural change activities such as TUPE, including assisting with preparing necessary documentation, keeping records and tracking actions.
- Respond to management information requests and provide numerical information as required e.g., monthly sickness absence and turnover reports.
- Assist with promoting equality and diversity across the Greensleeves Care and sustain an inclusive work environment throughout Greensleeves Care homes.
- Contribute in the delivery of HR best practice workshops to enhance the knowledge and skills of Home and Deputy managers
- Assist with project work as determined by the HR Operations & Systems Manager and Director of HR.
- To deputise for the HR Operations & Systems Manager as and when required and provide cover for the HR team in times of sickness/ annual leave etc.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

HR Team Structure

