



*Being there for you
and your family*

JOB DESCRIPTION

JOB TITLE: HR Advisor (Generalist and Projects)

RESPONSIBLE TO: HR Lead

HOURS OF WORK: 37.5 hours per week

LOCATION: LOROS Hospice

JOB PURPOSE:

- Guide and support managers on a range of HR and ER issues including recruitment and restructure, performance management, disciplinary, grievance, sickness absence and application of terms and conditions, policies and procedures.
- Drive people process by supporting, advising, and coaching managers and staff on HR operational issues to ensure high level of people management and performance.
- Undertake a range of HR project work to drive both innovations and improvements to the HR function and the people management processes across the Charity.

DUTIES AND RESPONSIBILITIES:

1. Employee Relations

- 1.1 Provide guidance and support to line managers on the full range of Human Resources activities including policies and procedures, terms and conditions of employment, absence management, and performance management.
- 1.2 Provide appropriate HR advice (employment law related and/or using LOROS Policies and Procedures) on key issues such as disciplinaries, grievances and employee health issues.
- 1.3 Support Line Managers in Disciplinary and Grievance hearings. This includes commissioning an investigation, where appropriate, guiding and advising the Manager during the hearing, taking appropriate notes and confirming the outcome in consultation with the HR Lead.
- 1.4 Take responsibility for delivering a high-quality professional HR service to both Line Managers and staff, acting as an ambassador for the HR profession.

2. Absence Management

- 2.1 Monitor sickness absence, creating analysis and action plans to address improvement areas; support managers in facilitating a proactive approach to absence management.

- 2.2 Support and coach managers on the effective use of relevant absence management policies to manage absence, supporting managers in absence procedures.

3. Project Work

- 3.1 Undertake a range of HR projects, including;
- Assist in the implementation of talent management processes and an online PDR
 - Design and, in conjunction with the Data Analyst, produce a compelling dashboard of HR Metrics
 - Investigate the implementation / purchase of a job application portal
 - Revise performance management processes, policy and practice
 - Create and implement recruitment strategies with specific focus on diversity
 - Implement updated contracts of employment
 - Support the Associate Director of People in the development, implementation and maintaining the Human Resources policies and procedures
- 3.2 Undertake other project work as appropriate.

4. Management/Leadership

- 4.1 In the absence of the HR Lead, participate in various internal/external teams/groups, as required. Additionally, deputise for the HR Lead, in their absence, to lead the HR Administration Team and HR Volunteers as required.

5. Organisational Effectiveness

- 5.1 As required, support Line Managers in the identification and implementation of organisational changes, including conducting restructures or holding discussion with employees on job changes.
- 5.2 Ensure that LOROS is compliant with Human Resources related CQC outcomes and requirements.
- 5.3 In collaboration with the HR team be instrumental in the use and development of the existing HR software.
- 5.4 Make recommendations for improvements in processes and practices.
- 5.5 Liaise regularly with external agencies and stakeholders as required.

6. Personal Effectiveness

- 6.1 Be responsible for own personal development and keep up to date with any relevant regulation or legislation pertinent to areas of responsibility.
- 6.2 Undertake all other tasks and duties as appropriate and commensurate to the role and / or the function.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

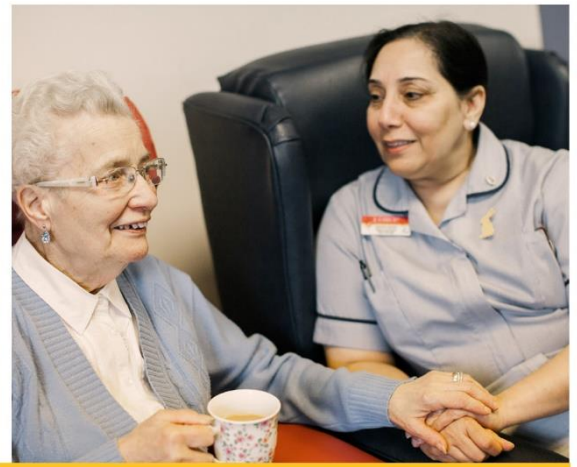
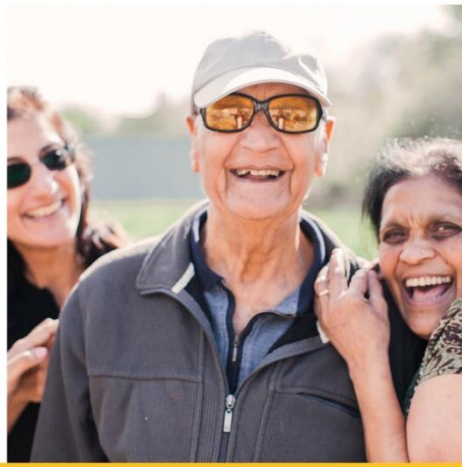
All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....
Post Holder

Signed..... Date

Line Manager



Our vision and mission



Vision

(Our long term aspiration for our society)

Everyone with an incurable illness has the right to excellent care. This should value and respect their uniqueness and their own choices. People should be enabled to live and die with dignity and with appropriate and compassionate support for themselves and their loved ones.



Mission

(Our goals and activities in working towards our Vision)

LOROS is a charity whose aim is to enhance the quality of life of adult patients with cancer, progressive neurological conditions and end-stage organ failure for whom curative treatment is no longer possible. Patients are treated at the Hospice and in the community based upon clinical need, regardless of background and the ability to pay.

LOROS specialises in holistic, multidisciplinary care, focused on the whole person and including family and carers. The care given takes into account the patients' physical, psychological, social and spiritual needs as well as their own choices. Family members are supported in adjusting to loss and bereavement.

LOROS contributes to the education and training of its own and other health and social care professionals and of volunteers. The charity is also committed to research in order to improve the understanding and practice of palliative care.

LOROS

Hospice Care for Leicester, Leicestershire & Rutland

loros.co.uk

Registered Charity No: 506120

Being there for *you*
and *your family*



Our values and behaviours



Professional

Showing respect to patients and families, as well as members of our community, staff and volunteers.



Focused

On exceptional quality service and support for patients and families whilst listening, learning and adapting to their diverse needs.



Collaborative

Working together as colleagues and with local, regional and national partners to grow meaningful relationships and achieve sustainability.



Compassionate

Showing kindness, discretion and sensitivity as we care for our patients, families, our community, staff and volunteers.



Trustworthy

Be honest, reliable and consistent, showing respect and dignity in everything that we do.



Accountable

To our patients, their families, our community, staff, volunteers and external organisations/bodies.

LOROS

Hospice Care for Leicester, Leicestershire & Rutland

loros.co.uk

Registered Charity No: 506120

Being there for *you*
and *your family*