



*Being there for you
and your family*

JOB DESCRIPTION

JOB TITLE: HR Advisor

RESPONSIBLE TO: Director of People

HOURS OF WORK: 37.5 hours per week

LOCATION: LOROS Hospice

JOB PURPOSE:

Upskill and coach operational managers by supporting, advising and guiding on the full employee life cycle and HR operational issues. Enable line managers to make confident people management decisions, and facilitating an environment where every colleague is engaged, included and enable to deliver their best work. Support the development and implementation of HR initiatives which support the people strategy.

DUTIES AND RESPONSIBILITIES:

1. Employee Relations

- 1.1 Provide guidance and support to line managers on the full range of Human Resources activities including interpreting 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 notes and confirming the outcome.
- 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 and Team Work

- 3.1 Act as a critical friend and business partner to line managers to support their decision making and reach appropriate outcomes in employee relations and other HR matters.
- 3.2 Undertake a range of HR projects as appropriate.
- 3.3 Participate in 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.

4. Organisational Effectiveness

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

5. Personal Effectiveness

- 5.1 Be responsible for own personal development and keep up to date with any relevant regulation or legislation pertinent to areas of responsibility.
- 6.3 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

