

JOB TITLE HR Senior Advisor (Employment)

DIRECTORATE: Human Resources

RESPONSIBLE TO: HR Manager (Employment)

**PROFESSIONALLY
ACCOUNTABLE FOR:** HR service area Head of HR

SALARY:

A4C Band: Band 6

LOCATION: HR service area Office

HOURS OF WORK: 37.5

ON CALL REQUIREMENT: No

CONTRACT: Permanent

DISCLOSURE REQUIRED: No

JOB OUTLINE:

To provide a range of comprehensive HR advice and an effective HR service to managers and staff on complex HR issues. To support the HR Manager and HR service area Head of HR in an appropriate range of projects and HR work. To propose changes to policies in the light of practical experience of the implementation of HR policies and procedures.

MAIN DUTIES

1. To provide day to day HR support to staff and managers within a multi site area.
2. To provide advice, guidance and support to managers on all areas of employee relations including; grievance and discipline, absence management, performance management, termination of employment on the grounds of capability, equality and diversity, employment legislation and maternity.
3. To provide HR support in the organisation for change management, in liaison with the HR manager. This includes advising managers on appropriate HR employment relations strategies for redeployment and redundancy issues, taking account of the sensitiveness related to the management of change.
4. To provide advise and support to managers in dealing with conduct, performance and staff disagreement issues using appropriate procedures to ensure the promotion of fair and

'We value our diverse workforce and consider all applicants on the grounds of their ability and skills to do the job. We are committed to offering an interview to all applicants with a disability that meets the minimum criteria for the job vacancy'. **We are an Equal Opportunities Employer operating a No Smoking Policy**

effective management, good employee relations and protecting the interests of Sussex Partnership.

5. To provide effective advice and support to managers in formal investigations as well as supporting managers on disciplinary or grievance panels and where necessary giving evidence at an appeal hearing or Employment Tribunal.
6. To undertake delegated pieces of work or a defined project from the HR manager and Head of HR.
7. To provide support as required to other areas within the HR directorate.
8. To be involved in the development of HR policies and procedures and comment on other Sussex Partnership policies and procedures this may have an HR impact, and negotiating with staff side on revision and new policies and procedures.
9. To undertake job evaluation exercises and advise managers and staff on terms and conditions of employment
10. To give advice to managers on the interpretation of procedures and guidelines.
11. To provide monthly reports on workforce information and ad hoc reports on request.
12. To input information onto the HR Database (Electronic Staff Record) and to ensure that this information is accurate and in line with Sussex Partnership Policies and Procedures.

General

1. To fully participate in the Sussex Partnership's performance review and personal development planning process on an annual basis.
2. To undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process
3. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
4. To contribute positively to the effectiveness and efficiency of the teams in which he/she works.
5. To undertake any other duties at the request of the Workforce Manager which are commensurate with the role, including project work, internal job rotation and absence cover.
6. To contribute to a healthy and safe working environment by adhering to health and safety regulations and Sussex Partnership policies.
7. To adhere to the Sussex Partnership equal opportunities policies.

Management

1. To provide effective support to other members of the HR team.
2. To ensure the provision of and participation in appropriate cover arrangements when staff are absent.
3. To ensure effective communication within the department, with other Sussex Partnership staff partner organisations and external bodies.

Professional

1. To keep updated in all issues/areas of knowledge relevant to the post.
2. To uphold professional standards and act as a role model for less experienced staff.
3. To participate in ensuring appropriate sharing and learning within the department with partner organisations and external bodies.
4. To act at all times in accordance with the Sussex Partnership's expectations document and to promote fair and equitable employment practices within the, Sussex Partnership ensuring that managers are made aware of their responsibilities within employment legislation, Sussex Partnership policies and procedures and act at all times to promote good practice.

Job Title: HR Advisor (Employment)

PERSON SPECIFICATION:

(This section describes the essential and desirable criteria for the post).

		Essential	Desirable	To be evidenced by
A	QUALIFICATIONS			
	<ul style="list-style-type: none"> Graduate member of the Chartered Institute of Personnel and Development or equivalent qualification Evidence of recent CPD 	X X		A
B	EXPERIENCE			
	<ul style="list-style-type: none"> Extensive generalist HR experience working within a complex organisation with exposure to a range of HR issues Experience of interpreting and advising on complex terms and conditions, policies and procedures Experience of using and extracting information from HR/Payroll Database Experience of working cooperatively with trade unions Experience of supporting managers in sickness, disciplinary and grievance matters Experienced and understanding of the scope and practical application of current and impending employment legislation Experience of introducing changes to working practices, policies and systems and sustaining improvements. Experience of job evaluation/grading systems Knowledge and understanding of key issues within the NHS and/or other public sector organisations Experience of Policy formulation Experience of management of change and workforce redesign/skill mix. Experience of A4C job evaluation system and terms and conditions. 	X X X X X X X X X X X		A/I
C	KNOWLEDGE, SKILLS AND COMPETENCIES			
	<ul style="list-style-type: none"> Effective verbal and written communication and influencing skills Effective presentation and organisational skills Able to communicate complex and sensitive 	X X		A/I/T

	information to staff at all levels of the organisation and outside agencies (e.g. organisational change, grievance/disciplinary) <ul style="list-style-type: none"> • Effective negotiation skills (e.g. policies and procedures/JSCC) • Ability to maintain confidentiality and deal with situations in a sensitive manner • Sound knowledge of Microsoft Word, Outlook, Excel and PowerPoint packages • Experience of establishing databases and staff record systems • Able to work to tight deadlines and pay attention to detail • Able to prioritise and manage own work 	X		
D	VALUES			
	<ul style="list-style-type: none"> • Supports the values and beliefs of the Sussex Partnership and the Directorate 	X		I
E	PERSONAL ATTRIBUTES			
	<ul style="list-style-type: none"> • Mobility to travel across sites • Able to work flexible hours • Able to concentrate with frequent interruptions and where work is unpredictable e.g. constant phone calls requesting advice • Able to deal with distressing or emotional circumstances frequently when imparting information e.g. discipline, sickness, organisational change • The ability to work on own initiative responding to immediate requests • Team member with a flexible approach to work, willing to adapt to regularly changing situations • Proactive and self-motivated. • An understanding of the principles of equal opportunities in relation to staff and patients 	X X X X X X X X		I

Agreed by:

Manager:

Date:.....

Signature:

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Post Holder:

Date:.....

Signature:.....

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