**Job title:** HR Advisor **Reports to:** HR Manager

**Line Management:** Nil

**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 |  |  |