

nightingale hammerson

JOB DESCRIPTION

Post Title:		Senior HR Advisor	
Department:		Human Resources	
Full/Part Time:	Full Time	Hours of Work:	37.5 hours per week
Postholder Reports to:		HR Manager	
Purpose of the Job:			
<p>To support the HR team in delivering a high quality, effective service to all Nightingale Hammerson Staff and Managers, and volunteers.</p> <p>To provide a comprehensive HR service to staff and managers at Nightingale Hammerson, developing and implementing the organisations values, employee engagement and all aspects of a performance management framework.</p> <p>To improve the quality of Supervisions and appraisals through coaching and supporting managers</p> <p>To build and develop relationships with managers and staff at all levels providing support and advice on a range of HR matters.</p> <p>To Support the Education and Development Manager in identifying and delivering appropriate training for staff.</p> <p>To Develop HR Policies and updates, and providing employment relations advice in context of current employment law and good practice.</p> <p>To maintain up –to-date knowledge of employment legislation in addition to professional HR and best practice issues.</p> <p>Ensure effective HR processes and policies are in place and consistently applied across the organization.</p>			
Equal Opportunities			
<p>Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p>			

Duties and Responsibilities

Performance Management

- Assist the HR Director with the development of high performing managers across the charity.
- Working with the Director of HR and Education & Development Manager to manage the performance management process for all staff.
- Provide support and coaching to managers on performance management, induction and probationary reviews.
- Liaise with Managers to obtain completed probationary, induction checklists, supervisory and appraisals forms and support them in ensuring effective objective setting.
- Work with the Education & Development Manager to deliver training sessions to managers.
- Work with the HR team to implement and update HR practices for the charity.

Written Communication

- Produce written reports to analyse trends and forecasts within the context of people management.
- Provide statistical information in respect of KPIs, HR metrics, HR benchmarking, sickness occurrences.
- Conduct audits of staff files, to ensure that they comply with our requirements and reflect good quality data.
- Take the lead on specific HR projects.
- Develop and implement strategies to support recruitment.

Employee Relations

- Work with managers to analyse problems and make decisions in a timely and consultative way.
- Support change management programmes within the organisation including TUPE.

- Provide HR policy and procedural advice to managers and staff. To give advice on employment relation issues. Research policies and amend/draft as necessary using technical resources available (CIPD/Croner on line, etc).
- Participate /assist in internal investigations and hearings as appropriate. Including conducting and writing up of investigation reports, and attending disciplinary/grievance/sickness reviews as required.
- Liaise with Managers to compile accurate sickness/absence statistics, trigger level monitoring.

Other

- Build relationships with managers at all levels and develop a good understanding of their work in order to provide advice and guidance on HR issues.
- Supports managers in building effective relationships within their teams.
- Supporting HR operations team in day to day activities and providing advice to the team.
- Ensure that the HR office runs smoothly and the team comply with requirements of CQC.
- Deputise for the Human Resources Manager up to agreed level of responsibility.
- Any other tasks considered reasonable and associated with this job role.

To maintain Nightingale Hammerson's values of:

Compassion
Respect
Excellence
Dignity
Integrity
Teamwork

PERSON SPECIFICATION

The requirements listed below are considered to be either **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

	Criteria	Essential or Desirable
Qualification		
1.	Graduate level education	Essential
2.	CIPD qualification – Member status	Desirable
Experience		
3.	Experience as an ER and OD specialist	Essential
4.	Experience of implementing performance management, succession planning and talent management	Desirable
5.	Experience in coaching managers on performance management processes	Essential
6.	Experience of undertaking work in a similar role	Essential
7.	Experience of reviewing systems and processes as part of continuous improvement.	Desirable
8.	Experience of leading on projects with identifiable outcomes	Desirable
9.	Experience of motivating others and driving change	Essential
10.	Experience of facilitating and implementing workplace learning; understanding good practice in adult learning	Desirable
11.	Experience of policy development and implementation	Essential
Knowledge		
12.	Maintaining up to date knowledge of employment legislation and HR good practice.	Essential

13. Knowledge of UK Border agency requirements Essential

Skills

14. Literacy and numeracy skills in order to produce a variety of written material and statistical information. Essential

15. Ability to prioritise work and meet demanding deadlines. Essential

16. Ability to work on own initiative without constant guidance. Essential

17. Ability to effectively communicate and foster good relationships with a range of people, including residents, their relatives, SLT, managers and staff. Essential

18. Ability to use a variety of computer packages, with training, in order to produce a range of reports and statistics as required. Essential

19. Excellent all round IT skills, in particular Word , Excel and Powerpoint Essential