

J O B D E S C R I P T I O N

JOB TITLE: People Advisor (HR Advisor)

REPORTS TO: ER Manager

JOB GRADE: Junior Manager

PURPOSE OF ROLE

- The People Advisor will work closely with their stakeholders to deliver business focused, commercial HR support.
- Builds strong working relationships by supporting the delivery and implementation of people process, policies, strategies and provide a first-class support service to stakeholders and colleagues.
- Be an advocate of our People agenda through the ongoing development of initiatives that support the employee lifecycle from our Employee Value Proposition, Employer Branding, Equality, Diversity & Inclusion, succession and future talent development.

PERFORMANCE MEASURES

- Performance against Key Performance Indicators
-

KEY RESPONSIBILITIES

- Ensure the delivery of effective HR, people process and delivery of associated tasks;
- Be the first point of contact for supporting and advising line managers when dealing with employee relations issues. Advising on process, legislation and potential areas of risk;
- Provide advice and administration support for performance and probation review processes, ensuring appropriate follow up actions taken to address poor performers and to deliver colleague development plans;
- Support the hiring process as and when required, including participating with interviews;
- Support the provision of people data, MI and use analytics & trends to support the business with decision making and people initiatives;
- Coach line managers and team leaders with people development skills, with a focus on effective ER processes and conversations;
- Support the delivery of people management training. Working closely with the wider team to implement new training interventions and refine existing training based on participant feedback;
- Liaise with the wider People team, providing consistent support and communication into the wider business;
- Build strong, collaborative relationships with the wider People team to develop a consistent approach to talent management; our brand and value proposition are reflected at each stage of the employee lifecycle;

- Consistency**
- Compliance with all Dignity's internal policies and procedures.
 - Ensure that health and safety standards are upheld, and that all equipment is maintained to the highest standard and in accordance with Health and Safety regulations.
-

SCOPE OF ROLE

Reports to: As per organisation chart

Direct reports: None

Indirect reports: None

WOULD SUIT SOMEONE WHO:

- Understands and can articulate the broader impact of that the People function can have on the organisation.
- Consultative by nature; someone who is innovative in designing and socialising initiatives that will drive change and improve business performance.
- Demonstrates commercial awareness and can articulate the business benefits, value and return on investment of proposed initiatives, supported by appropriate data.
- Will develop and motivate their stakeholder group; creating strong engagement through functional objectives, delivery and enabling robust performance development.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Experience

- Able to demonstrate comprehensive generalist HR knowledge;
- Able to produce written material to a high standard eg reports, contracts of employment, policies and procedures;
- Highly organised and logical approach to managing priorities. Able to deal with a heavy workload with conflicting priorities whilst maintaining accuracy and achieving deadlines;
- Strong working knowledge of Excel and functional experience with working with HRIS;
- Comfortable dealing with conflict or challenging situations and can do so in a controlled manner;
- Skilled in engaging a diverse range of stakeholders, to build relationships that are based on trust, to work collaboratively and to resolve issues , both internally and externally;
- Adaptable and embracing of change
- An iterative, project management mindset with the ability to encourage collaboration and utilisation of data and other HRIS;

Education/ Qualifications

- CIPD or an equivalent level of subject matter expertise gained through experience.

Technical Knowledge

- Extensive and up to date knowledge of people management and the development of strategies that drive organisational change.

General

- Well networked; reads widely and keeps abreast of management theory and best practice in people management and organisational development.