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### Role Description

##### Business Area

Human Resources

##### Job Title

Human Resources Advisor

##### Salary Scale

£31,022.41 per annum

Location

Hopwood Hall College

##### Accountable to

HR Manager

##### Hours of Duty

36 hours

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

To actively contribute to the development of a high performing Human Resources team. To provide a professional HR service and give expert advice and support to managers enabling them to maximise the contribution of their teams to the achievement of the College’s objectives. Deliver Human Resources initiatives to develop the College as an employer of choice.

### Duties

1. Contribute to the provision of a professional and innovative HR service for the organisation, developing and delivering a range of people management initiatives.
2. Provide advice and guidance to managers and employees on all aspects of people management and the implementation of HR policies and procedures. Support Managers to identify and resolve all people management issues.
3. Ensure that complex employee relations issues are resolved effectively and in a timely manner, in line with College policies, liaising with legal advisors where necessary.
4. Develop, implement and review all HR policies and procedures in line with current employment law, best practice and reflective of the College’s strategic intentions.
5. Contribute to the development of line managers’ people management skills through coaching and support.
6. Promote good employee relations through liaison with trade union representatives. Act as Secretary for the various JNC’s and JCC including preparation of agenda and attendance at meetings for the purpose of minute taking.
7. To plan and deliver the recruitment and selection process working closely with the HR Assistant, ensuring that the agreed KPIs are met.
8. To contribute to the effective management of the people elements of organisational change.
9. To ensure the HR system is utilised to maximum effect and all data is accurate.
10. To work closely with the Occupational Health Advisor on the greater implementation of the Attendance Management Policy and the delivery of aspects of the Health and Wellbeing Policy.
11. Ensure continuous development and improvement of professional knowledge to ensure the College is at the forefront of development initiatives and good HR practice.
12. Any other duties, of a similar level of responsibility, as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

CIPD Qualification and membership

Minimum Level 5 qualification

**How Identified**: Application

#### Experience

##### Essential Criteria

Minimum of 12 months generalist HR experience

Experience of providing advice and guidance to managers on the application of employment policies and practices and dealing with complex case work

Using computerised HR information system(s)

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Sound knowledge of employment law and HR best practice

Good understanding of the College people management policies and procedures

Awareness of equality & diversity issues and strong commitment to non-discriminatory practices

**How Identified**: Application/Interview

#### IT Skills

Intermediate user of Microsoft applications

#### Ability to use technology to generate information and improve efficiency

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Essential** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Essential** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.