

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Human Resources Advisor</b>
<b>Responsible To:</b>	<b>Assistant Director – Human Resources</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Salary Grade:</b>	<b>Grade E</b>

### JOB ROLE

To provide generalist advice and guidance to colleagues in the effective use of all HR policies and procedures; acting as first line support for all ER matters including but not limited to investigation, disciplinary, grievance and short/long-term absence management.

You will be responsible for actively supporting the College by providing a comprehensive, effective and professional HR service to all employees through best practice and ensuring compliance with all College processes and policies and employment legislation.

You will ensure all HR documentation is kept up to date in line with legal compliance and assist with preparing payroll information for processing, in addition to producing both monthly and ad-hoc reports relating to HR matters.

### KEY DUTIES

No	
1	Being an active and influential business partner, enabling the effective resolution of employee issues and developing effective people management solutions
2	Liaise with payroll team for starters/leavers and amendment to contract changes whilst ensuring that all payroll related issues are recorded on the monthly payroll log
3	Liaise with managers over completion of probation reviews should they need assistance or advise on extending the period
4	Assist with the planning and organisation of staff training both internally & externally. Ensuring authorisation has been agreed prior to training taking place
5	Support line managers in dealing with staff sickness; both short term and long term which will include, when appropriate, occupational health referrals and absence management plans
6	Provide and report management information e.g. sickness absence data, equality data, turnover/headcount reporting, appraisals and probations etc. for use within the department and above

7	Undertake case work to include grievance, disciplinary, absence and performance management matters
8	Ensure that hard copy and electronic personal files are kept up to date and are compliant with all legal and internal requirements
9	To maintain an up to date understanding and appreciation of employment law and HR best practice
10	Maintain all HR systems, ensuring accuracy and consistency
11	Ensure that personal files are kept up to date and are compliant with all legal and internal requirements
12	To respond to ad hoc requests across college within agreed timescales

### Standard Clauses - all Job Descriptions

- To comply with the College’s policies and procedures
- To comply with Sandwell College’s safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: HR Advisor**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Short listing criteria	Essential	Desirable
<b>1. Qualifications</b>		
1.1 CIPD qualified Full/ Part (or working towards)	✓	
1.2 English and Maths qualification (minimum Level 2)	✓	
1.3 Degree qualified in a relevant subject specialism		✓
<b>2. Experience</b>		
2.1 Working in a generalist HR role	✓	
2.2 Exposure to a busy HR office environment	✓	
2.3 Dealing with employee queries; face to face, via e-mail and over the phone	✓	
2.4 Conducting interviews to include assessments	✓	
2.5 Managing end to end employee life cycle	✓	
2.6 Proven track record of providing high levels of customer service and developing strong, effective relationships	✓	
2.7 Experience of supporting a multi-site operation		✓
2.8 Successful in responding to requests within short timescales	✓	
<b>3. Skills/Abilities</b>		
3.1 Good understanding of employment law	✓	
3.2 Ability to build good working relationships with staff and managers	✓	
3.3 Demonstrable interpersonal and communication skills	✓	
3.4 Demonstrable organisation skills and the ability to prioritise own workload	✓	
3.5 Ability to work cooperatively with others and as part of a team	✓	

3.6	A positive attitude and ability to remain calm whilst working well under pressure	✓	
3.7	Resilient in nature	✓	
3.8	Driving license and access to personal vehicle		✓
<b>4. Qualities</b>			
4.1	To work flexibly to meet the needs of the college	✓	
4.2	Tact and the ability to deal with challenging situations	✓	
4.3	Ability to work between multiple sites at short notice	✓	