

JOB DESCRIPTION

Job Title:	HR Advisor
Full Time Salary:	£33,271
Responsible to:	HR Business Partner

Main Purpose of the Role

Support the delivery of people-related processes across Southend Care Ltd that support the Company's business objectives.

Undertake generalist HR functions such as the day-to-day delivery of HR operations, policies and procedures incorporating employee relations, training and development, sickness absence monitoring management

Key Responsibilities

Generalist HR Responsibilities

- Working proactively with managers on a range of people related matter including employee relations case, HR policy and best practice, wellbeing, flexible working and absence management
- Lead and manage an employee relations caseload, including supporting with investigations, and hearings, ensuring they are conducted in a timely manner and in line with employment legislation, and best practice
- Providing training, coaching and advice to line managers, ensure procedures are adhered to for all cases including discipline, grievance, performance, and ensure a consistent and fair approach to people management
- Through the monitoring and analysis of absence trends proactively support managers in managing absence effectively across their service area, providing advice on best practice and supporting with referrals to the health and wellbeing service
- Provide advice and support on pay and conditions, and HR Policies and processes to employees and line managers
- Contributing to HR policy and guidance writing to ensure SCL is legally compliant and in line with organisation vision.
- Draft letters, contracts and reports ensuring that they are accurate and agreed timescales are met
- Support the HR Business Partner in the delivery of strategic projects including wellbeing initiatives, learning and development, reward strategy and employee engagement i.e. staff forums
- Support the HR Business Partner on change management projects including TUPE, restructures and redundancies
- Ensure case management system is kept up to date and provides accurate management information with trends analysis to identify issues and opportunities

- Liaise with Payroll provider in regard to new starters, leavers and other employment changes to ensure Payroll is correct, and updated accurately
- Keep up to date with legislative and employment law changes that may impact upon HR processes and the recruitment processes
- Design and deliver training on HR policies and processes to up skill line managers to ensure employees are managed fairly and effectively to maximise performance and engagement.
- Support with the co-ordination and delivery of the organisation's induction plan
- Contribute to the overall aim and vision of Southend Care Ltd, and working in accordance with the company's values and behaviours

Recruitment

- Provide guidance and support to the recruitment co-ordinator working closely to ensure recruitment and HR processes are aligned
- Support the recruitment co-ordinator with external and internal recruitment processes including issuing contracts of employment, pre-employment checks, and other relevant correspondence
- Support with work experience and volunteers

Working environment

Brook Meadows House Head Office

At times may be required to work in any service within Southend Care Ltd when services are in an emergency or as directed by the Operations Director

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.
- All employees of Southend Care are expected to be committed to social justice and report and respond to all cases of suspected abuse in line with the SET (Southend, Essex & Thurrock) Safeguarding Vulnerable Adults Guidelines.

<p><i>Behaviour i.e. the how)</i></p>	<p>We are Diverse – inclusive, recognising diversity through celebrating differences</p> <p>We are Empowering – enabling everyone to fulfil their potential, taking ownership & being accountable</p> <p>We are Innovative – able to take on new challenges & seek solutions with a balanced care & commercial mind set</p>	<p>E</p>	
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