

Role Profile & Person Specification

Role Profile:

Title	HR ADVISOR
Reporting to	Head of People
Job Purpose	To provide a proactive operational HR service to Avalon managers and employees, across the full range of HR activities including recruitment, HR case work and our learning & development programme. To support the wider People agenda as we embark on an exciting period of modernisation and change.

Role Specific Competencies	
Provides an operational Human Resource service	<ul style="list-style-type: none"> ▪ Works in partnership with managers across Avalon to provide HR advice and guidance ▪ Uses knowledge of employment & HR legislation to inform own practice ▪ Advises on and Employee Relations issues and proactively manages the HR caseload, dealing with disciplinary and grievance hearings and any subsequent appeal panels ▪ Advises others on HR issues including TUPE, redundancy and employment contracts & promotes good practice ▪ Supports the Avalon workforce dealing with HR queries and referring to relevant information sources ▪ Assists in the review and development of HR policies, procedures & guidelines in the light of current legislation ▪ Supports the recruitment and on-boarding processes, to ensure that there is an excellent candidate experience and a joined-up process from initial interviews through to induction (working with the HR Assistant and L&D) ▪ Able to write and present reports as required ▪ Able to pass on HR knowledge in either one to one or group settings ▪ Recognises own limitations & is able to seek advice & support ▪ Promotes the organisation's values and attitudes through personal conduct ▪ Works with the Learning & Development team, to ensure the programme of training is delivered effectively, presenting relevant training sessions ▪ Develops positive working relationships with recruitment advertisers and agencies, negotiating best rates and optimising response rates ▪ Regularly reviews recruitment activity to develop effective advertising campaigns ▪ Works with managers to understand priorities and impacts and ensures recruitment practices reflect requirements ▪ Ensures that legal and other risks are minimised in relation to employment and other legislation ▪ Coaches, supports and when required, appropriately challenges managers in the use of HR policies and practices ▪ Participates in and supports the planning and organising of a range of complex activities such as change management, workforce planning, redundancy and transfers of staff covered by the legislation of the Transfer of

	Undertaking(Protection of Employment) Act (TUPE).
HR Administration, IT skills	<ul style="list-style-type: none"> • Has high level IT skills and is able to produce documentation efficiently and accurately using Microsoft Word, Excel, Powerpoint • Able to promote and contribute to modernisation of processes and effectively using our IT systems to ensure that we are working smartly and moving towards a 'paperless' work environment • Stores & retrieves information & documents effectively • Able to maintain appropriate and accurate records and evaluate the most suitable methods of doing so, including databases • Organises effective meetings including venues & attendance • Produces statistical information for performance management purposes as required • Produces recruitment correspondence and documentation in a timely manner
Personal Attributes	<ul style="list-style-type: none"> • Positive and confident with an approachable, collaborative manner • Able to handle a busy workload in a fast moving and innovative organisation • Comfortable with change and new challenges • Excellent organisational skills and able to respond promptly to changing priorities • Embody and promote the Avalon values

<p>Our Values</p> <ul style="list-style-type: none"> • We are kind and respectful to everyone • We are honest and trustworthy • We are always learning and developing • We are inclusive; everyone has a voice • We work in partnership with our communities
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Core Competencies	
Communicate well (Respect, Integrity, Working Together, Quality)	<ul style="list-style-type: none"> ▪ Listens to others ▪ Asks relevant & pertinent questions ▪ Communicates in a clear & concise way ▪ Effectively uses a range of communication tools & techniques ▪ Keeps accurate, objective & clear records
A positive & practical approach to work (Integrity, Quality, Learning and Reflection)	<ul style="list-style-type: none"> ▪ Tackles things in a direct & orderly manner ▪ Can be depended upon to get things right ▪ Able to prioritise tasks & manage workload ▪ Reliable under pressure
Work well with other people (Respect, Integrity, Working Together)	<ul style="list-style-type: none"> ▪ Earns the respect of others ▪ Shows respect for the views & actions of others ▪ Builds & maintains mutually beneficial relationships ▪ Motivates self & others ▪ Facilitate customer participation ▪ Promote inclusion ▪ Drive customer engagement

<p>Able to respond to & solve problems (Integrity, Quality, Working Together, Learning & Reflection)</p>	<ul style="list-style-type: none"> ▪ Plans ahead ▪ Tackles issues voluntarily & positively ▪ Able to identify the cause & not just the symptoms of problems ▪ Able to anticipate problems & develop solutions in advance ▪ Solves problems in a calm, direct & organised manner ▪ Helps other people with problems
<p>Able to innovate & have new ideas (Integrity, Working Together, Quality, Learning & Reflection)</p>	<ul style="list-style-type: none"> ▪ Full of ideas which provide fresh insight & broader perspectives ▪ Responds positively to change ▪ Self- motivated

Person Specification:

Post Title	HR Advisor	
	Essential	Desirable
Qualification		
Maths & English GCSE at Grade 4 or above or equivalent	✓	
CIPD or equivalent – Level 5 or above		✓
Educated to degree level		✓
Access to own transport that can be used for work purposes, with a full valid licence	✓	
Experience		
Experience of operating in an advisory capacity to senior managers	✓	
Experience of advising and supporting managers on employee relations issues	✓	
Experience of delivering HR related training to managers		✓
Experience of the social care sector		✓
Knowledge and Understanding		
In depth, up to date HR knowledge	✓	
Up to date knowledge of recruitment best practice	✓	
Working knowledge of online recruitment platforms		✓
Extensive working knowledge of Microsoft office suite to include Word, Excel, PowerPoint and Outlook	✓	
Skills & Attributes		
Sound decision making skills based on accurate and timely analysis.	✓	
Exceptional time management skills and the ability to solve problems.	✓	
Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability.	✓	
Professional written and oral communication skills including the confidence to present to an audience.	✓	
Ability to analyse and produce statistical information for performance management purposes	✓	
Ability to work under pressure.	✓	
Ability to liaise and communicate effectively with colleagues at all levels.	✓	
Ability to maintain discretion and confidentiality	✓	
Commitment to the values of Avalon	✓	
Self-motivated	✓	