

JOB DESCRIPTION

Job Title: HR Advisor

Salary: St Matthews Healthcare pay structure

Hours of Work: Full Time – 37.5 hours

Reports To: Head of HR / Director of Operations

Key Working Relationships: Directors, Home Managers, staff, and service users

Job Summary:

The post holder will be responsible for overseeing the HR caseload of the different sites of the Company, supporting higher management, staff, stakeholders, and clients in all aspects, and providing comprehensive HR advice in all aspects of ER and HR.

The post holder will function as the first point of contact for the unit managers and deputy managers with Employee Relations queries.

The post holder will provide comprehensive support to the core HR team and provide support for the wider business when required in all Administration areas and auditing.

The post holder will oversee the HR case and Family-friendly trackers, flexible working, and reasonable adjustments.

The post holder will need to be up to date with current Employment law and legislation.

Duties & Responsibilities:

Key areas of responsibility

- 1.1 To coordinate HR systems.
- 1.2 To provide effective HR services relating to the employment lifecycle.
- 1.3 Ensure all trackers are up to date, HR case tracker and Family Friendly.
- 1.4 Assist the Head of HR / Directors in developing and implementing new projects and systems.

- 1.5 HR Management of the St Matthews Sites, providing support, advice and coaching the managers on ER matters
- 1.6 All aspects of ER, Employment Law, Casework (e.g., Investigations, Disciplinarys, Appeals, Occupational Health, Absences management, Family friendly, performance management and Tribunals.
- 1.7 Monthly KPI Reporting on the different areas of HR.
- 1.8 Collaborating with external stakeholders (e.g., DBS, NMC, ACAS, local authorities, and Solicitors
- 1.9 Working closely with the Head of HR and directors as well as own automotive role management.
- 1.10 Assist with formal meetings to represent the HR team, and occasionally minute taking.
- 1.11 To provide HR Reports as required
- 1.12 Contribute to ensuring work is produced to agreed standards through planning and agreeing work, with the Head of HR and Directors.
- 1.13 Work flexibly within the organisation, creating, developing, and maintaining effective working relationships with colleagues, customers, and external contacts.
- 1.14 Accepting delegated duties and directives from the Head of HR and Directors.
- 1.15 Develop and maintain records including spreadsheets, databases etc in pursuance of the company's objectives.
- 1.16 Responsibility for implementation and maintenance of an effective document control system, ensuring accurate and timely distribution of appropriate documentation, and ensuring actions are implemented.
- 1.17 Cover other members of the HR and Admin staff, accepting delegated duties during periods of staff absence.
- 1.18 To guide and oversee Flexible working requests and reasonable adjustments (e.g., For pregnant workers, disability, access to work requests.

2.0 Quality, Governance and Administration

- 2.1 Participate in staff Personal Development Plans working towards agreed objectives and undertaking training where necessary.
- 2.2 Maintaining mandatory training requirements
- 2.3 Acquire, maintain, and develop personal knowledge of office and business systems by seeking out and attending the appropriate courses as agreed.

3.0 Confidentiality

- 3.1 The post holder must maintain the confidentiality of information about patients, clients, staff, and the Company business in accordance with the Data Protection Act (2018), the principles of the Freedom of Information Act (2000) and Caldecott principles.

4.0 Health and Safety

- 4.1 It is the general duty of every employee to take reasonable care of the health and safety of themselves and others, including the use of necessary safety devices and protective clothing and co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of the safety policy or managerial instructions may result in disciplinary action being taken.
- 4.2 Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are conducted to maintain a safe environment for employees and visitors. Staff are required to attend the appropriate training.
- 4.3 To adhere to Unit Health and Safety policy and procedures, to ensure the health and safety of all patients and staff and to ensure that all risk assessments are adhered to.

5.0 Equal Opportunities

- 5.1 The company values the diversity of its staff. All employees must be aware of their obligations to abide by the spirit and nature of our Equal Opportunities policy to avoid direct or indirect discrimination.
- 5.2 The company operates a zero-tolerance approach to such issues as bullying, harassment, and all forms of aggression.

6.0 Risk Management

- 6.1 The post holder will report all clinical and non-clinical accidents or incidents promptly, and when requested will cooperate with any investigations undertaken.

This list is not exhaustive.

This job description sets out the key tasks and responsibilities of the post. It is essential that it be regarded with the degree of flexibility, so that the changing needs of the Service can be met, and the role developed further.

Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Educated to secondary school level or equivalent. 	<ul style="list-style-type: none"> L5 CIPD qualification is desirable or relevant HR experience.
Previous Experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience in an office environment Working as part of a team Awareness of health and safety IT skills Understanding the importance of confidentiality Experience in HR Administration and understanding of HR Processes. DBS and handling of visas. 	<ul style="list-style-type: none"> Experience working in a multi-disciplinary environment. Researching and supplying information Awareness of healthcare terminology Previous experience in a healthcare setting Knowledge of NHS contracting
Skills, Knowledge & Abilities	
Essential	Desirable
<ul style="list-style-type: none"> Excellent organisation skills and ability to prioritise own workload. Proficient in Microsoft Office Ability to work unsupervised and use own initiative. Excellent communication skills Ability to cope under pressure. The ability to work independently and problem-solve. Ability to work under pressure to deadlines. Excellent written and oral communication skills. 	<ul style="list-style-type: none"> Developing self through review procedures Confidence in handling difficult and stressful situations Confidence in handling small amounts of cash
Attitude, Aptitude & Personal Characteristics	
<ul style="list-style-type: none"> Evidence of being an effective collaborator Evidence of taking pride in 'customer' focus, e.g., listening, respecting, responding, and involving Evidence of being able to accept feedback in a constructive way. Initiative-taking Full driving licence with access to a car 	
Other Requirements	
<ul style="list-style-type: none"> Able to work operational shifts over a 24-hour period. Sickness and attendance record that is acceptable to the company, to be checked at interview. Ability to understand and implement the Equal Opportunities Policy at a level appropriate to the job role. Ability to undertake training which is appropriate to the service model 	