

Job Description

Service	Human Resources (HR)
Job Title	Regional HR Advisor
Base	Manchester, Leeds, Coventry, Brighton
Hours	37.5 per week
Scale point	33 – 35
Reports to	Regional HR Business Partner
Purpose of Job	<p>To implement proactive high quality HR practices across Change Grow Live and to provide a range of managers, Directors and the Executive Director the region with HR advice, guidance and solutions, to enable them to achieve regional and organisational goals and meet their responsibilities to the people they manage.</p> <p>To be the first point of contact within a designated region and to provide cover for other regions as necessary.</p>

Key responsibilities:

- Manage and coordinate all case management activity within a designated area of responsibility. Responsible for providing proactive and comprehensive HR guidance and support to management in services.
- Work closely with the Head of HR, Regional HR Business Partners and other colleagues across the HR team to deliver a responsive and high quality service to managers and staff.
- Work closely with the Executive Directors, Directors and Services Managers with appropriate HR meetings/hearings, organisational changes and project work. Providing HR advice and coaching managers to ensure effective solutions on employment relations issues are implemented.
- Provide HR advice and guidance to a range of Directors, managers and staff on a variety of HR issues, seeking to ensure that good employment practices are followed at all times.
- Attend and proactively contribute to regional management team and other meetings as agreed and directed by the Regional HR Business Partner. Proactively work in a business partner manner to enable the region to meet its organisational and HR objectives and key performance indicators.
- Provide HR guidance and support to staff and management on issues relating to absence and ill-health, liaising with occupational health specialists when required.

- Provide HR advice, guidance and assistance to staff and managers on issues relating to discipline, grievance, performance management, TUPE, etc. ensuring that individual cases are progressed in a fair and consistent manner.
- Lead on/manage staff transfers as part of any award of new contract to Change Grow Live under the TUPE Regulations, ensuring all necessary legal documentation and policy are followed and a smooth and effective implementation is achieved.
- Proactively work with Directors, Managers and the HR Management Team to identify improvements in practice and to implement project work, HR and organisational development initiatives both within regions and nationally. Responsible for the ongoing evaluation and learning from employment relations issues, organisational change, development and HR initiatives within regions and to share learning within the wider HR team and Change Grow Live as required.
- Ensure Change Grow Live meet its legal obligations in the employment of staff. Responsible for proactively undertaking a review of new legislation or undertaking benchmarking and assisting in the development of appropriate employment policies and procedures and wider HR and organisational development initiatives.
- Assist in the development, implementation and delivery of core HR training workshops and online training and other workshops/sessions to support increasing the capability of managers within the region.
- Develop and create HR management information reports for proactive use in HR team or region to support proactive identification of organisational issues which enables the region to meet its HR KPIs and to support ongoing HR and organisational development opportunities.
- Ensure principles of Change Grow Live's equal opportunities and diversity policies are adhered to.
- Ensure confidentiality of personal data is maintained.
- Undertake all other duties as required commensurate with the post.

General terms of reference

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required.
- Work flexibly across the range of activities within an integrated service
- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal (PDF), training and supervision processes.
- Keep abreast of developments in services, legislation and practice relevant to HR practice as part of their ongoing CPD and share this with colleagues.
- Ensure the effective implementation of Change Grow Live policies.
- Contribute to maintaining safe systems of work and a safe environment.

Person Specification

Essential criteria:

- Thorough and comprehensive knowledge of employment law and its application.
- Thorough and comprehensive knowledge and experience of good HR practice.
- Excellent organisational, interpersonal and communication skills.
- Ability to coach and influence managers appropriately.
- Knowledge of HR systems and procedures.
- Excellent knowledge of employee relations management.
- Substantial HR experience.
- CIPD qualified or equivalent experience.
- Willingness and ability to travel throughout UK.
- Commitment to personal professional development.
- Working within a fast paced organisation.
- Experience of managing TUPE.

And the ability to:

- Communicate confidently and effectively, verbally and in writing.
- Respond flexibly to the demands of the post.
- Work as a member of a team.
- Work independently, organising a multi workload under pressure.
- Understand and have a commitment to the principles of equal opportunities and diversity.

Desirable criteria:

- Project management and supervisory experience and skills.
- Working within the voluntary sector.

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.