

**Job Description – Employee Relations Advisor**

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| Responsible to | Group HR Manager |
| Salary | NJC point 25 (£35,235) |
| Hours per week | Full time- 35 hours per week |
| Annual Leave per annum | 25 (rising to 30 day after 5 years) |
| Main base | This is a mobile post with staff able to work across venues, including from home. |
| Contract | Permanent |
| Level Of DBS Check | Enhanced |

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| Main aims of the post |
| * The Employee Relations Advisor will provide high quality and consistent HR advice and guidance to managers across the group on a range of Employee Relations (ER), ensuring that they are managed in line with legislation and Big Life group policies. * You will manage all ER cases across the group and enhance people practices, whilst promoting positive working relationships, and contribute to a fair and inclusive workplace culture. * You will coach and train managers on policy and process supporting managers to be confident when managing ER * You will ensure that all documentation relating to ER is recorded accurately and in a timely manner, and will produce reports as required. You will provide a first class service to Big Life Group managers working as part of the HR team alongside HR Officers and the People Wellbeing Lead. |

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| Main duties of the post |
| 1. Provide expert advice for managers in relation to ER, including but not limited to capability, disciplinary, conduct, grievance, and absence management, providing consistent advice which aligns to employment law, BLG’s, values, policies and procedures and best practise. |
| 1. Support managers to manage the ER processes consistently and proactively, and through to completion. |
| 1. Maintenance of the HR Interventions/ER tracker. |
| 1. Accurate and timely record keeping and storage of all ER related documents. |
| 1. Build effective working relationships with Managers and service leads across BLG. |
| 1. Coach managers and deliver training on ER in line with Big Life’ values, supporting managers to develop their skills. |
| 1. Drive standards, challenge poor performance and resolve conflict, minimising risk to the organisation. |
| 1. Assist in reviewing and updating ER related policies and ensuring they are in line with current legislation and best practice. |
| 1. Arrange and attend meetings, take notes as required and ensure accurate records are kept. |
| 1. Support managers by arranging and attending meetings, take meeting notes, and prepare documentation related to employee relations cases. |
| 1. Prepare monthly reports, detailing trends, patterns and recommendations on Employee Relation activities within the group. |
| 1. Manage casework governance effectively ensuring data retention and compliance is adhered to. |
| 1. Liaise with external parties such as Trade unions, ACAS and BLG’s legal representatives as and when required. |
| 1. Keep up to date with current employment legislation and ER best practice. |
| General work related expectations |
| 1. To work within the Big Life group mission and values. |
| 1. To contribute to the development of the Big Life group. |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding. |
| 1. To commit to own personal development and attend training or development activities as required. |
| 1. To work in accordance with all relevant legislation. |
| 1. To undergo regular supervision and at least an annual appraisal. |
| 1. To undertake any other duties as required, and as appropriate to the post. |



**Person Specification – ER Advisor**

The successful candidate must be able to demonstrate that they meet all the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| 1.Experience |  |
| 1. Experience of managing a diverse range of employee relations cases, including but not limited to disciplinary, grievance, performance management, absence management, probation, occupational health and wellbeing. | A/I |
| 1. Experience of working with external parties (ACAS or legal advisors for example) on complex or high-risk interventions cases. | A/I |
| 1. Experience of coaching managers and delivering training/workshops on ER topics. | A/I |
| 1. Experience of revising/ reviewing ER related policies and procedures. | A/I |
| 1. Experience of effectively working under pressure in a dynamic environment. | A/I |
| 2.Skills |  |
| 1. Ability to drive ER cases from beginning to conclusion within identified timescales. | A/I |
| 1. Ability to effectively develop relationships with people in different roles across teams | A/I |
| 1. Ability to work independently and as part of a team | A/I |
| 1. Influencing skills with the ability to challenge decisions and approaches and make recommendations | A/I/P |
| 1. A high level of flexibility and a positive attitude |  |
| 1. Ability to work in a rapidly changing environment ensuring priorities are met | A/I/ |
| 1. IT skills and ability to use Microsoft Office programs such as PowerPoint, Excel, Outlook, Word | A/I |
| 1. Ability to write reports, analyse data and make recommendations | A/I |
| 1. Sensitivity in dealing with confidential information | A/I |
| 1. Ability to apply legislation and policy to HR issues in line with organisational values | A/I |
| 1. Ability to plan and prioritise workload, manage competing priorities and meet tight deadlines | A/I |
| 3.Knowledge |  |
| 1. Up to date knowledge of current employment law and HR best practice with the ability to interpret and apply it in everyday situations | A/I/P |
| 1. Knowledge of the issues which affect people in work including but not limited to wellbeing, EDI and work-life balance | A/I |
| 1. Awareness of people management issues | A/I |
| 4.Education – qualifications required for the post |  |
| 1. Educated to A level or equivalent | A/I |
| 1. Minimum CIPD Level 5 qualification or equivalent professional HR qualification Essential | A/I |
| 1. Evidence of continuing professional development | A/I |
| 5. Personal |  |
| 1. Positive and outlook and a ‘can do’ attitude | A/I |
| 1. Professional and solution focused | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience | A/I |

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| **LEADERSHIP COMPENTENCY** | **Method of Assessment** |
| SHAPES AND MANAGES STRATEGY |  |
| 1. Inspires a sense of purpose and direction | Interview |
| 1. Focuses strategically | Interview |
| 1. Interprets and analyses information (including financial) and opportunities | Interview |
| 1. Shows judgement, intelligence and common sense | Interview |
| DRIVES RESULTS |  |
| 1. Builds organisational skill and responsiveness | Interview |
| 1. Marshals professional expertise | Interview |
| 1. Steers and implements change and deals with uncertainty | Interview |
| 1. Delivers intended results | Interview |
| 1. Manages Resources | Interview |
| BUILDS PRODUCTIVE RELATONSHIPS |  |
| 1. Nurtures internal and external relationships | Interview |
| 1. Facilitates cooperation and partnerships | Interview |
| 1. Values individual differences and diversity | Interview |
| 1. Guides, coaches and develops people | Interview |
| 1. Skill sharing | Interview |
| EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS |  |
| 1. Demonstrates the group values, professionalism and probity | Interview |
| 1. Engages with risk and shows personal courage | Interview |
| 1. Commits to action | Interview |
| 1. Displays resilience | Interview |
| 1. Demonstrates self awareness and a commitment to personal development | Interview |
| 1. Self Management | Interview |
| COMMUNICATES and INFLUENCES EFFECTIVELY |  |
| 1. Communicates clearly | Interview |
| 1. Listens, understands and adapts to audience | Interview |
| 1. Negotiates persuasively | Interview |
| 1. Influencing | Interview |