**HR Advisor**

**Job Description**

**Responsible to:** Director of Resources

**Responsible for:** N/A

**JOB PURPOSE**

To provide a comprehensive, effective and responsive HR advisory and support service to all managers and staff members at Onside which is reflective of the culture, ethos and values of the organisation.

**MAIN RESPONSIBILITIES**

* To be the first point of contact for all HR and training queries, providing accurate, timely and consistent information and advice
* Provide an advisory service to all employees ensuring that they are fully aware of their responsibilities, rights and entitlements
* Work closely with colleagues across the organisation to monitor, review and update all HR/employment related policies in line with current legislation and best practice
* Work in partnership with line managers on performance management, employee relations, resourcing and staff management and development
* Manage and ensure the effective delivery of recruitment and selection processes, including the creation of job descriptions, person specifications and adverts
* To co-ordinate and support the ‘onboarding’ of new members of staff to the organisation, from initial offer, through induction to conclusion of probation period
* With the Director of Resources, and working with the Management team, create and develop an annual training plan to include any statutory/essential training e.g. fire warden, first aid, safeguarding, lone working training/ refresher training to ensure that the charity is compliant with contractual and legislative requirements
* Support the management team to develop, review and update skills matrices for all relevant areas, carrying out Training Needs Analysis where appropriate to determine any gaps and inform the annual training plan
* Ensure the integrity of information held on the HR system and support and guide managers and staff in using the system appropriately
* Work closely with the finance team to process and complete the monthly payroll for 100+ staff
* Ensure Human Resources matters are handled fairly and consistently in line with legal and organisational requirements
* Support the organisation with grievance, disciplinary and capability investigations and hearings
* Working with the Director of Resources, research, review and implement reward and recognition strategies to ensure Onside is an employer of choice, attracting and retaining skilled and committed team members
* Co-ordinate and carry out DBS checks to ensure all staff have the appropriate level of DBS check and these are updated in line with Onside policy
* Update, review and analyse all HR KPI’s to include absence, staff turnover and other key measures
* Working with the Director of Resources, develop mechanisms to increase staff engagement and involvement
* To ensure all HR administrative duties are carried out accurately and efficiently
* Provide written and verbal reports to the management team and Trustees as required

**Other Responsibilities:**

* This role may involve working in different locations and require you to travel across the counties of Worcestershire and Herefordshire. The ability and means to travel independently are essential.

**In addition, all Onside employees are expected to:**

* Work within the organisation’s stated principles and values, adhering at all times to the organisational policies, procedures and guidelines
* Demonstrate a commitment to equal opportunities, social inclusion and individual empowerment
* Show a commitment to personal, professional and organisational development.
* Contribute to organisational promotional and networking activities.
* Work flexibly and co-operatively with colleagues to support the needs of the organisation
* Support the charity’s fundraising activities

**Onside People:**

* are **passionate** about what they do
* **value difference**
* are **creative** in their approach
* are committed to **fairness and justice**

While the job description provides the main duties and responsibilities for the position, it is not definitive and employees are expected to carry out any additional duties compatible with their skills and abilities. The above may be subject to change and alteration from time to time with the prior agreement of the job holder.

Signed……………………………………………………………. Date………………………………

Print Name……………………………………………………………………………………………...