



HR Advisor Role Profile

Overview

As a member of the Cornerstone Central Team this role involves helping and supporting all colleagues on any HR issues. You will work closely with relevant teams in the delivery of services to ensure high level of quality and compliance in relation to People e.g. Cornerstone's policies and guidelines, values, employment law as well as best HR practice.

We need you to:

- Contribute to achieving the HR objectives in the HR Strategy and Strategic Plan
- Support the development and maintenance of a performance management culture, developing colleagues' skills supporting on capability related casework and advising guiding colleagues and leaders through relevant policies
- Design and deliver HR related coaching workshops to colleagues on relevant Policies and guidelines to ensure consistency of service and delivery
- Develop and maintain collaborative and productive relationships with all colleagues and other stakeholders, establishing professional credibility
- Actively support projects through to outcomes and ensure transfer of best practice from different teams in the organisation
- Identify disparities, propose and implement changes necessary with colleagues to eliminate business risk
- Provide a dedicated HR advisory service in relation to attendance and colleague well-being, conduct and capability; grievances; organisational change and a range of employment and employee relations matters
- Provide information and advice on casework relating to sickness absence. This will involve making recommendations, liaising with Occupational Health; review meetings and dismissal meetings in line with policy and guidelines
- Provide comprehensive professional reports as required, advice and support in order that all colleagues and other stakeholders are well informed and able to effectively carry out their responsibilities with regard to managing and monitoring attendance and performance
- Operate in a business partner model, working within the business, ensuring the provision of a 'fit for purpose' HR service (as gauged KPIs)
- Support the HR Lead in the provision of a day-to-day HR service to colleagues which is focussed on excellent customer service
- Facilitate and assist with internal restructures and the consultation process
- Advise and guide on all TUPE matters to ensure diligence and process timescales are adhered to
- Maintain excellent harmonious employee relations through an effective and personal communication style including, letters, policies etc.
- Ensure HR issues and changes are addressed and plans are in place to deliver positive outcomes
- Ensure consistency of decision making and approach



HR Advisor Role Profile

- Continually improve the quality of the HR service available to the business by devising innovative strategies in line to aid in the recruitment and retention of colleagues
- Participate in the creation, effective implementation, review and evaluation of the HR policies and guidelines in line with the relevant employment legislation and organisational objectives
- Meet with Branch Leaders and Cornerstone Central Leads in all areas of HR to make timely decisions relating to people issues
- Ensure that all decisions are based upon the relevant employment legislation and HR best practice

Key ingredients of your role are to:

People we support

- Be passionate about the delivery of great care and support focussed on helping people to live the life they choose.
- Maintain a clear focus on achieving our charitable purpose.

People we employ

- Actively contribute to the development of team dynamics that will result in high performance and productivity.
- Be welcoming and accessible to colleagues and take time to hear, see and recognise their contribution and points of view.
- Build strong trusting relationships with colleagues, equipping them with skills and knowledge to enable them to make decisions with confidence.
- Encourage and support new ideas brought forward by your team and colleagues' in the wider organisation.
- Share your knowledge and experience with your team and the wider organisation.
- Have a positive attitude, be excited about working in an empowered culture and always seek to solve problems and remove obstacles.

Partnerships

- Always promote the culture, ethos and purpose of Cornerstone.
- Establish, develop and maintain strong relationships with colleagues, external contacts and stakeholders.
- Nurture any external network that benefits the organisation and ultimately the people we support.

Culture

- Ensure Cornerstone's Values are embedded and reflected in everything you and your team does.
- Create an environment where creativity and excellence thrives.
- Seek out opportunities for personal and professional development for you and your team.
- Use your pioneering spirit to inspire everyone around you.



HR Advisor Role Profile

Operating model

- Keep systems and processes as simple as possible to free up your colleagues to focus on the individuals they support.
- Always trust that your colleagues will do the right thing and act in the best interests of the people Cornerstone supports.
- Maintain a clear focus on ensuring that Cornerstone central delivers excellent service both internally and externally.

Technology

- Effectively use and embrace technology to enhance the effectiveness of what you and your team deliver.
- Ensure that HR information and advice is kept simple and clear on the Internal Communications Platform, resulting in colleagues feeling engaged and empowered.

Person Specification

Educational Qualifications – SCQF (Level 8-9)

It's desirable that you will have obtained at least one of the following but we are more interested in your experience, your values and your attitude than we are your qualifications:

- HND, Degree, or SVQ 4 professional qualification in a HR or a related equivalent discipline.
- CIPD qualification.

We need you to bring:

- Extensive proven experience of supporting HR in a similar sized organisation.
- Proven track record of delivering on difficult business challenges by applying good HR practices.
- Ability to analyse and interpret statistical data.
- An ability to work on your own initiative with a creative, innovative and imaginative approach to tasks.
- Ability to build effective working relationships.
- Ability to produce high quality, accurate work to strict and tight deadlines.
- Excellent verbal and written communication skills.
- Ability to prepare and present high quality reports.
- Close attention to detail and accuracy.
- Excellent planning, organising and time management skills.
- Proven project management experience and skills.
- Proven experience of office related computer packages (word processing, presentation software, spreadsheets, e-mail, etc.).
- Ability to respond flexibly to emerging and changing circumstances.



HR Advisor Role Profile

It would be great if you also have:

- Experience of Care Standards and SSSC requirements regarding people matters.
- Experience of working in the social care or the third sector.