

Role Profile – Senior HR Advisor

Report into: HR Operations Manager

Purpose: To provide expert advice and guidance to our colleagues and People Leaders on areas such as employee relations, sickness absence, performance management and our HR policies/procedures.

Reporting Lines



Key Accountabilities

- To act as a point of contact for our colleagues and People Leaders who require expert HR advice, guidance or coaching on areas such as employee relations, sickness absence, performance management and our HR Policies/Procedures.
- To own and manage an ER caseload end-to-end, supporting People Leaders to make fair and consistent decisions, in line with our policies and procedures.
- Providing coaching to all People Leaders (including new People Leaders) on HR policies, procedures and processes.
- To track and proactively respond to any changes in employment legislation, best practice and market trends.
- In partnership with the HR Assistant, Talent Acquisition Lead and People Business Partners, monitoring, reviewing and creating HR policies/procedures, contracts and supporting documents to ensure these are in line with employment law/current legislation and best practice.
- Where necessary, supporting our People leaders within HR related meetings, such as Sickness Absence Hearings, Performance Management Hearings and Disciplinary Hearings.
- Assist in the development and delivery of key HR Projects.
- Undertaking peer checking for documentation that relates to colleague employment.
- Undertaking ad-hoc tasks and project which support the objectives and performance of the People Services department.
- Ensure work undertaken acts to deliver good outcomes for current and potential future members.

Skills and Experience

- CIPD level 5 and/or relevant and transferable HR advisory experience.
- Excellent verbal and written communication skills with the ability to negotiate and influence at all levels.
- Ability to design and deliver upskilling/training on HR subjects.
- Able to provide coaching support to new People Leaders on HR related matters.
- Proven track record of writing HR Policies and Procedures.
- Excellent organisational skills with strong attention to detail and time management skills.
- Demonstratable ability of successfully managing ER Caseloads.
- Ability to identify and resolve HR-related and issues effectively.
- Strong working and practical knowledge base of employment legislation and best practice.
- Manage the expectations of stakeholders, influencing and negotiating where necessary.
- Ability to work autonomously.



Be Caring



Be Connected



Be Brave



Be Smart