

## Urban Green Newcastle

Job Title: HR Advisor

Responsible To: Business Manager

Responsible For: None

Priority Contacts: UGN Staff, SLA Providers, Benefits and Payroll Providers

Location: Jesmond Dene and homeworking

Working Hours: 22.2 hours (3 days) per week

Salary: £26-28,000 per annum pro rata

### Purpose:

Working as a member of the Operations team, you will act as a first point of contact for employee queries and managers across Urban Green Newcastle providing expert advice on all stages of the employee lifecycle and associated policies and procedures. Supporting and coaching managers with employee relations including performance management, disciplinary, grievance, absence management, wellbeing, capability and restructure. Overseeing a busy recruitment schedule and working with managers to ensure effective recruitment and selection of new employees. The HR Advisor will ensure the maintenance and collation of accurate HR data, providing management information to the organisation. Strong communication skills to engage positively with a range of audiences are essential in this role. Dealing with a variety of generalist human resource tasks in a diverse and busy environment, ensuring that deadlines are met whilst maintaining quality.

### Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Provide advice and support on a range of HR matters, e.g., performance management, disciplinary, grievance, absence management, wellbeing, capability, and restructure, including attendance at internal meetings as and when required and recording and producing accurate notes.
- Recruitment, selection and induction of staff including:
  - development of recruitment and selection practice
  - producing and advising on role descriptions and person criteria
  - coordinating recruitment campaigns including promotion on social media
  - interview and selection
  - arranging and delivering staff induction.
- Work closely with line managers to develop and enhance their people management knowledge and skills.

- Support development and maintenance of electronic HR system and “Working at Urban Green Newcastle” intranet.
- Coordination, administration and compliance with all routine HR systems and procedures
- Review rotas, holidays, flexitime records and liaise with payroll to produce accurate information
- Prepare reports on employee related data, e.g retention, employee attendance and sickness absence and training.
- Support the Operations Director in developing, updating and amending policies and procedures in line with best practice and relevant employment legislation ensuring fit for business purposes.
- Lead on organizing staff training days, staff forum, and coordinating, producing and issuing regular HR information to staff.
- To maintain knowledge of current legislation and best practice within the HR arena to inform delivery of the HR service.
- Liaise with relevant staff to support volunteer recruitment and record management.
- Within work practice ensure that all HR systems, process and records produce a clear audit trail.
- Work with managers to create a great work environment and positive culture.
- Maintain and provide an excellent level of customer service to all staff in a confidential and sensitive manner.
- To undertake any specific HR project work as directed by the line manager.

## Person Specification

Job title: HR Advisor

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• CIPD qualified level 5</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in training or coaching</li> </ul>
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Coaching and advising managers in generalist HR matters applying policy and procedures including performance, absence, wellbeing, disciplinary, grievance &amp; restructure.</li> <li>• Up to date knowledge of employment legislation and HR best practice.</li> <li>• Knowledge of full range of potential HR issues and experience of supporting formal processes.</li> <li>• Implementing effective recruitment campaigns</li> <li>• Setting up and maintaining HR administrative systems and processes</li> <li>• Researching and developing policies and procedures.</li> <li>• Good IT skills including Office 365.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizing and delivering training/awareness workshops to develop people manager skills</li> </ul>
Personal Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills able to build and maintain effective relationships with a range of stakeholders.</li> <li>• Confident in advising and negotiating with others face to face, on the telephone and via video call.</li> </ul>	

Category	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Able to interpret policy and procedure to provide clear and consistent advice on a full range of HR matters.</li> <li>• High level of attention to detail.</li> <li>• Excellent organisational skills including ability to manage time and prioritise effectively.</li> <li>• Able to undertake research and develop policies, procedures, initiatives, projects and events.</li> <li>• Able to work appropriately with confidential and sensitive information.</li> <li>• A 'can do' and outcome focused attitude and approach.</li> <li>• Collaborative approach to working with colleagues to create positive organization culture.</li> </ul>	
Disposition	<ul style="list-style-type: none"> <li>• Commitment to Equality, Diversity and Anti-discriminatory practices</li> <li>• An appreciation and commitment to health and safety practices in the workplace.</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>• No adverse criminal record.</li> <li>• Right to work in the UK</li> <li>• The role is subject to a Basic DBS check</li> </ul>	

