

Role Profile

Job Title: Temporary Human Resources Advisor

Department: Human Resources

Responsible to: Human Resources Business Partner

Main Purpose:

To be the first point of contact for Human Resources by providing a generalist Human Resources advisory service to the organisation in accordance with the Company Human Resources policies and procedures and employment legislation.

Main Duties

- To effectively manage and support managers with the end to end process of all Employee Relations casework such as investigations, disciplinary, grievances, appeals, flexible working, performance management and long and short-term absence management.
- To provide proactive general HR advice, guidance and support to all managers and employees relating to the interpretation of HR policies and procedures, terms and conditions and employment issues.
- To coach, develop and upskill line managers by ensuring that line management receive the best possible advice which is supportive for employees but ultimately protects the business in the management of their people with regards to the governance and guidelines of employment legislation and Company policy.
- To support the Human Resources Business Partner in the updating and re-drafting of all HR policies and procedures and their embedding/publication within the business.
- To support the Human Resources Business Partner in the on-going development and delivery of training and development (including Leadership and Management Development) designed to enhance employee, management and team performance.
- To co-ordinate, develop and deliver the induction programme.
- To support the development of the company Wellbeing Programme in line with the Corporate Health and Safety strategy and work/ life balance.
- To support the development of corporate Human Resources metrics and their application, publication and education across the business to enhance organisational performance.
- To support the Human Resources Business Partner in key specific Human Resources projects with a view to developing the business.

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University of Central Lancashire

Training 2000

- To effectively and accurately process and verify the monthly payroll including the maintenance of employee records and data and deal with payroll queries (in conjunction with Pay Services).
- To support the HR & Recruitment Co-ordinator with all aspects of recruitment and selection when required.
- To support and undertake HR administration in the department when required.
- To ensure that Training 2000 continues to be held in high regard with all it's customers in the excellence of its people development and leadership.
- To undertake any other duties as assigned by the HR Business Partner (or Management), commensurate with the role/grade.

Name	Signature:	Date:
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Person Specification

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Criteria	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> Level 5 CIPD qualification GCSE English and Maths at grade C or above (or equivalent) 	<ul style="list-style-type: none"> Level 7 CIPD qualification Mediation qualification
Knowledge, Skills & Relevant Experience	<ul style="list-style-type: none"> Demonstrable experience of working in a similar role Experience of advising managers on a wide range of HR and employee relations matters Experience of working with sensitive and confidential HR matters Experience of using HR/payroll software Current knowledge of employment legislation, policies and experience of practical application Experience of using own initiative to resolve issues Excellent communication (written & verbal), influencing and interpersonal skills 	<ul style="list-style-type: none"> Experience of working in the education sector Knowledge of Safer Recruitment and Keeping Children Safe in Education guidance Experience of using iTrent
Behaviours	<ul style="list-style-type: none"> Commitment to personal and professional development Tactful approach when dealing with sensitive and confidential matters Ability to work with a wide range of stakeholders and build positive working relationships Ability to work as part of a team Ability to prioritise and work well under pressure 	

Name	Signature:	Date:

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