

# ROLE PROFILE

Role Profile			
<b>Job Title</b>	HR Advisor		
<b>Section</b>	Business Support	<b>Department</b>	Workforce & Brand
<b>Reports to (Job Title)</b>	Human Resource Business Partner		
<b>Location</b>	Office and remote working Required to visit customer sites across Devon and Cornwall	<b>Shift Pattern</b>	Flexible 37 hours per week, between hours of 7.30am – 7pm. Hours as per company terms and conditions.

<b>Job Purpose</b>	Supporting the Head of HR, the HRBP and working closely with the HR support team, you will work towards creating an environment of positive people practice by leading on and exemplifying exceptional HR practice based on policies, programs and services for our customers
<b>Key Competencies and Outputs</b>	<p>Provides expert advice and support on all employment and workforce matters ensuring compliance on legislative and regulatory matters.</p> <p>Seeks opportunities for collaboration between management, unions and other staff representative groups with the end goal of a productive and engaged workforce.</p> <p>Acts as an HR partner with Line Managers for all staff matters including probations and performance review meetings; supporting and coaching on how to address gaps in performance and expectations.</p> <p>Assists managers and employees in understanding and applying HR tools, policies and procedures in order to maximise employee performance, achieve organisational effectiveness, improve employee engagement and ensure legal compliance.</p> <p>Supports line managers in absence management and educates employees and leaders on the importance of mental health and psychological well-being and their impact on organisational performance.</p> <p>Identifies skill shortages at a functional level and works in collaboration with the Learning and OD Specialist to recommend, develop and deliver training and development.</p> <p>Contributes to the maintenance of all HR documentation including employee handbook, policies and procedures; updates and reviews them regularly to meet the needs of the Company and to ensure compliance with legislation.</p> <p>Uses internal and external partnerships to identify business development opportunities to offer HR Services to our current and future customers.</p>

	<p>Completes ad-hoc projects, reporting tasks as required with cross-functional teams, working on or leading projects/programmes.</p>
<p><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>Demonstrable experience in supporting a cross section of managers and employees in both HR administrative and more complex procedural matters Experience in the education sector would be preferred.</p> <p>CPID Level 5 preferred</p> <p>Strong communication skills and the ability to inspire confidence in customers from the advice given and commitment to task.</p> <p>Experience in organising and delivering a variety of generalist HR processes including guiding managers on all aspects of the relevant process and procedures.</p> <p>Ability to manage and organise workload and be comfortable in a team or working alone.</p> <p>Experience in taking minutes and producing correspondence.</p> <p>The post holder must be responsible and responsive.</p> <p>The flexibility and willingness to work outside of core hours where necessary to deliver against the requirements of the role.</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>