

Job Description

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|---------------------|-----------------------------------|------------------------|------------|
| Job title | HR Advisor | Job family | Healthcare |
| Reporting to | Business Support Services Manager | Job code | HC/TBC |
| Location | | Evaluation Date | TBA |

Main Purpose

Provides advice, guidance and support to local senior management team on the interpretation and implementation of Priory's Human Resources policies and ensures local procedures are in place for effective and consistent employment practice at the site.

Key Accountabilities

Quality

1. Manage, support and be responsible for HR functions and staff. Co-ordinating the implementation and application of key HR processes and policies at a local level providing professional advice to managers and ensuring compliance with statutory regulations, legislation and codes of practice.
2. Provides professional advice to managers in the areas of areas of recruitment, selection, employee relations, conduct, and capability, grievance, appraisal, and reward and career development ensuring any associated documentation complies with Group HR policy and statutory regulations.
3. Provides advice, guidance and support on the implementation of strategic HR initiatives assisting and participating in the delivery of local communications programmes.
4. Ensures the accuracy, confidentiality and security of personal files and employment records in accordance with Group policy, best practice and current legislation.
5. Co-ordinates, facilitates and participates in local employee issues including interviews, investigations counselling and hearings ensuring processes and procedures comply with Priory's policies and employment legislation and good HR practice. Acts as a source of information on related employment issues to employees and other stakeholders.

Innovation

6. Seeks to improve processes and the general ebb and flow of information so that the division can efficiently.

Value

7. Ensures the services and support provide offers good value for money and supports the overall aim of the site.

Knowledge & Skills

The role requires a professional post-graduate qualification and therefore a minimum of Graduate membership of the Chartered Institute of Personnel and Development together with a practical understanding of employment legislation, relevant codes of practice, case law and evolving practice relating to employment and a commitment to the Institute's continuous professional development requirements.

Experience

The role holder will have experience working as an HR Advisor within a commercial environment in a generalist or in a specialist role.

Autonomy & Impact

Organises and prioritizes work around the operational needs of the unit and the strategic HR programme of the Group. The role holder will work to both short and medium term objectives advising and/or reporting to the SMT on a regular basis and occasionally referring to the Central Human Resources on the more complex professional issues.

Intelligent Problem Solving

Problem solving will usually rely upon the application of acquired knowledge and skills however; the role holder will occasionally need to apply adaptive or creative thinking to local situations.

Responsibility

Staff

Responsible for providing support, guidance and advice to junior HR professionals and HR support staff.

Budgets & equipment

Collective responsibility for the care and security for equipment and consumables on site(s).

Informatics

Shared responsibility for the security, confidentiality and accuracy of personal data, records, and information within computerised and paper-based HR systems and on external statutory registers.

Communication & Interaction

The role holder requires a highly developed and well-practiced range of communication skills as they will frequently need to address emotive and sensitive situations involving staff and managers from all levels within the facility. Effective interviewing, negotiation, report writing, presentation and counselling skills are key to the successful performance of the role.

Working environment

Office based environment at an operational site. Office based environment at an operational site.

Special Features

None.

Upholding Company Values

| Competency | Req'd Level | Descriptors |
|---|-------------|--|
| Quality - Of care, treatment, of facilities and of staff | 3 | <ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements |
| | | <ul style="list-style-type: none"> ✓ Double checks accuracy of own and work of others ✓ Carefully monitors and checks the accuracy and quality of others' work ✓ Values the input and expertise of colleagues ✓ Keeps clear, detailed records and files |
| | | <ul style="list-style-type: none"> ✓ Introduces new systems and processes to improve quality ✓ Highlights shortcomings in processes, investigating unusual behaviour and identifying underlying causes ✓ Introduces performance standards and relevant KPIs to improve the quality of processes and outputs ✓ Tests out hypotheses using modelling techniques to make predictions and forecasts ✓ Develops broad plans to take into account risks, conflicts, resources as well as timescales |
| Innovation - Being forward thinking and thought leaders | 2 | <ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service |
| | | <ul style="list-style-type: none"> ✓ Proposes new services to regional management, taking into account the local needs of the area ✓ Assists and supports regional management with developing and implementing these new services |
| Value - Due to transparency and flexibility | 2 | <ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services |
| | | <ul style="list-style-type: none"> ✓ Regularly reviews services and price points adjusting where appropriate ✓ Adjusts prices in line with demand for services |