JOB DESCRIPTION

A   BASIC DETAILS

JOB TITLE:	Senior Human Resources Advisor
LOCATION:	Newlon House, Hale Village, N17
SALARY:	£40,000 per annum (plus eligibility to earn up to 5% performance related pay)
REPORTING TO:	Head of Human Resources Operations
SUPERVISOR FOR:	Human Resources Administrator

B   MAIN OBJECTIVES

- To support Newlon's business objectives and values by providing comprehensive, professional and customer-focused Human Resources advice to staff and Board members within the Trust with particular attention to Payroll, Employee Relations, Recruitment, and Reward. Supervise the day to day activities of the HR Administrator

- To ensure equality, diversity and inclusion in the delivery of HR services including recruitment and learning and development.

- To support a culture of customer focus and excellence by taking ownership of the ethos, objectives and behaviours of Newlon Gold, our programme of service change and improvement, and building them into daily activities.

C   SPECIFIC TASKS AND RESPONSIBILITIES

	Key Tasks and Responsibilities	Performance Standards
1.	**Recruitment and onboarding** To provide comprehensive support and advice to managers on recruitment and on boarding to provide a quality service that meets Newlon's business needs	• Timely and accurate advice provided to managers on all aspects of Newlon's Recruitment policy and procedure including avoiding unconscious bias • Meetings held with recruiting managers at the start of each campaign to agree timetable and process • Oversee Administrator/Apprentice to ensure that all applications, assessment materials and records promptly saved with due attention to Data Protection requirements • Ensure the HR Administrator/Apprentice begin and complete starter process to timetable • Ensure new starter onboarding inductions are arranged and HR induction delivered on first day of employment • Administration for Board member recruitment and onboarding supported under the guidance of the Head of HR Operations
2.	**Pay and Reward** Support the Head of HR in reviewing, developing and implementing Newlon's Reward strategy and providing administration support to the Payroll function	• Salary and benefit information is accurate, checked and processed on time to meet Payroll payment deadlines • Payroll changes correctly verified in the absence of the Head of HR • Receipt of PRP forms processed in time for relevant payroll month • Supervision and support provided to HR Administrator/Apprentice whilst carrying out payroll and Benefits administration

Key Tasks and Responsibilities		Performance Standards
		• Strong working relationship developed with the Payroll Team
3.	**Performance management** To support managers in the implementation of the performance management system	• Accurate, timely and full advice is provided to managers on all aspects of Newlon's policies relating to disciplinary proceedings, performance management, conduct and capability • Advice and support to managers and staff on Grievance procedure • Meetings relating to Newlon's disciplinary, capability and performance management processes (including investigations, hearings, appeals) are arranged according to the required timescales • Clear, accurate and objective notes taken of proceedings as required • Supervise and support provided to HR Administrator/Apprentice on performance management administration • Spot checks of 121 notes are carried out at the request of the Head of HR
4.	**Sickness absence management** To support managers in the management of sickness absence and to ensure that management information is provided as required	• Accurate, timely and full advice is provided to managers and staff on all aspects of Newlon's sickness absence management policy and procedure • Monthly, quarterly, yearly and ad hoc reports on sickness absence statistics run and distributed as requested by the Head of HR/Assistant Director People • Ensure Administrator has a regular process for chasing any missing Return To Work forms and continuously monitor this process. • Follow up on RTW meetings with managers where appropriate • "Bradford" points absence scores requiring further action are actioned in good time • Triggers for referral to Occupational Health flagged up to Head of HR in good time • OH referrals made as instructed/recommended • Supervision and support provided to HR Administrator/Apprentice on sickness absence management administration
5.	**Internal communications** To support strong internal communications that promote Newlon's culture and employer brand	• Provide back up service for Staff Consultation Forum which will include agenda setting, paper circulation, minute-taking carried out to agreed standards and timetables • All communications with staff and Board members are clear and well written, and reflect Newlon's key messages and employer brand as appropriate to the audience

	Key Tasks and Responsibilities	Performance Standards
6.	**Data, information and systems management** To ensure that all the necessary information and data that underpin the HR functions are processed appropriately and effectively	• Accurate and timely support and advice is provided to managers and staff regarding the data and systems they are permitted to access • All information and documents (electronic & paper) are stored securely and processed in accordance with internal policies and the requirements of the Data Protection Act 1998 • HR databases are kept up to date • Database workflows/processes set up and modified as required by the Head of HR • Database trouble-shooting carried out as required by the Head of HR • Database training provided to new starters and existing staff • Reports on salaries, sickness, turnover, diversity and other key indicators produced as required by the Head of HR • Key departmental spreadsheets kept up to date and any issues resolved • Support provided to Head of HR on introducing new systems and software and implementing improvements • Supervision and support provided to HR Administrator/Apprentice on data and information administration
7.	**Customer Services** To demonstrate the Newlon Gold values of customer focus, service excellence and efficiency in all aspects of the role	• Ensure that all Human Resource policies and practices comply with Newlon's Diversity strategy and legislation • Service requests always responding to accurately and in timely fashion • Be clear to customers and others about what can be done and when it can be done by • Check you got your work right • Consistency, reliability and speed in service delivery • Behaviours of customer focus, problem solving, taking ownership and working with others demonstrated in day to day activities • Standards for service met • Customer satisfaction target achieved • Cover provided for HR colleagues
8.	**Legislation**	• Keep own knowledge of employment law up-to-date and relevant • Keep track of changes of legislation and good practice that may affect the organisation • Work with the Human Resources Manager to ensure that all HR policies and procedures are up-to-date and comply with the law and best practice

> ***No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document.***

Confidentiality

Owing to the nature of the work, the postholder must ensure complete confidentially is maintained at all times. On no account may staff related issues be discussed with anyone other than the individuals entitled to that information. The HR Manager or Assistant Director People must be consulted if there is any doubt regarding access to confidential information before such information is disclosed.