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| <b>Job Title:</b>    | HR Advisor |
| <b>Department:</b>   | HR         |
| <b>Last Updated:</b> | 01.08.2025 |
| <b>Version:</b>      | 2          |

ROLE TITLE: HR Advisor

Reports to: HR Business Partner

Direct reports including contractors: None

Budget: None

This is a newly created role within the HR team wherein you will play a key role to deliver outstanding customer service to our stakeholders. This is a great opportunity for someone wanting to build upon their current HR Advisory experience, with the opportunity to get involved and have ownership of some key projects contributing towards the continuous improvement of HR processes and practice.

We are committed to providing the successful candidate with a clear succession plan and mentoring to support you to achieve your long-term career aspirations.

Key relationships:

- Providing information and advice to employees and managers
- Partner with line managers to provide proactive support and coaching
- Main point of contact for UoB payroll

ROLE PURPOSE:

- To provide advice to managers and employees on a wide range of HR topics
- To support line managers to embed people management best practice
- To assist in or lead the delivery of HR projects in line with HR strategy
- To create, analyse and report on people data to help inform business decisions
- To provide an accurate and efficient HR administration service

MAIN ACTIVITIES:

HR Advice/Employee relations

- Provide advice and support to managers and employees on all aspects of people management and HR practice
- Alongside the HR Business Partner, act as HR lead for formal employee relations cases (e.g. disciplinary, grievance, performance management, flexible working requests) and escalating to the HRBP high risk cases such as senior grievances, redundancies, restructures, TUPE, etc.
- Manage absences and return to work, monitor individual and company wide absences and reduce absenteeism. Monitor sickness absence levels and reasons, provide recommendations for/implement improvement actions

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- Alongside the HR Business Partner, act as HR lead for absence management, supporting managers with occupational health referrals, stress risk assessments, formal absence management processes, and informal management of long- and short-term absence. Escalation to HR Business Partner as and when required.
- Manage leavers process including conducting exit interviews, collating themes and providing recommendations for improvement activities
- Support the HR administrator with managing new starter processes, including all paperwork and communications with new starters and development/delivery of HR induction and GOALs training

#### HR Service

- With support from the HR Administrator, coordinate HR systems/records, ensuring data is accurate, up to date and GDPR compliant
- Develop and maintain HR SharePoint page, guidance documents, policies and procedures
- Support the HR Administrator with general HR administrative tasks e.g. creation of employment contracts and job offer letters
- Support the HR Administrator to ensure all pre-employment checks are completed e.g. collecting, monitoring and recording all right to work evidence, ensuring compliance with current legislation and NCC process
- Conduct quarterly internal audits of HR records and act as HR lead for external audits
- Ensure continuous improvement by review and governance of policies and processes
- Point of contact and 'Super User' for the HR module of the unified business system (UBS)

#### Data Reporting

- Collate, track and report on HR data; identify trends and make appropriate recommendations for/implement improvement actions
- Create management information on absence, attrition, recruitment, employee relations, and project objectives. This management information will be used for various stakeholders including Operations management, and quarterly people reviews (QPRs)
- Assist with legislative reporting such as Gender and Equal Pay
- Collate remuneration information for pay review processes

#### Performance and Reward

- Lead monthly payroll process, act as main point of contact for payroll team and payroll queries
- Coordinate annual pay and performance review process
- Coordinate the bi-weekly grading panel process
- Administrate and promote employee benefits package
- Develop and deliver training on objective setting, PDRs and PDPs

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## HR Projects

- Support HR team and wider business with, or lead on, ad hoc HR projects as appropriate

*This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.*

## PERSON SPECIFICATION

| Essential  | Desirable   |
|--|---|
| <u>Qualifications/Experience</u>   | <u>Qualifications/Experience</u>  |
| <ul style="list-style-type: none"> <li>■ Demonstratable experience of providing generalist HR advice to managers and managing a range of formal ER processes (e.g. grievances, flexible working requests and absence management meetings).</li> <li>■ Previous demonstratable experience of coaching and developing managers</li> <li>■ Excellent, up-to date knowledge of employment legislation</li> <li>■ Minimum level 5 CIPD qualified or equivalent experience</li> <li>■ Good standard of IT skills; word, excel, power point etc.</li> <li>■ Good written communication ability</li> </ul> | <ul style="list-style-type: none"> <li>■ Mental Health First aider qualification</li> <li>■ Experience of unified business systems</li> </ul> |
| <u>Behavioural Competencies</u>  | <u>Behavioural Competencies</u>   |
| <ul style="list-style-type: none"> <li>■ Confident communication and relationship building skills</li> <li>■ High standard of integrity and confidentiality</li> <li>■ Resilient. Can cope with conflict and ambiguity</li> <li>■ Self-motivated and willing to learn</li> <li>■ Excellent planning and organising skills yet also flexible and able to cope with changing priorities and a variety of tasks</li> <li>■ Quality orientation; conscientious and a high level of attention to detail</li> </ul>  | <ul style="list-style-type: none"> <li>■ Creative problem-solving ability</li> </ul>  |

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