

Job description

Job title

Employee Relations Advisor

Hours

37.5

Contract

Permanent

Role profile and grade

OS30, Grade 3

Salary

£36,040.00

Location

Central, Hybrid

Reports to

Employee Relations & Policy Manager

Type of DBS required

Standard

Job purpose

To provide a high quality, proactive and efficient Employee relations (ER) service to line managers and staff within the Trust. To work on the agreed annual plan of policies to be reviewed to make sure they are engaging, accessible and legally compliant.

The post holder will embrace the core values of the Together Trust, which are:

Collaborative: working together, building strong relationships, and trusting everyone to achieve

Compassionate: caring for others, championing inclusion, and putting people at the heart of decisions about their lives

Courageous: having a growth mindset, acting with integrity, and turning challenges into opportunities

Key responsibilities

- Provide accurate and professional ER advice, guidance and support to line managers, investigators and commissioning/hearing managers. Enable them to interpret the policy, procedure, legal advice and organisational precedent to make sound balanced ER decisions.
- Create a positive approach to employee relations to build strong partnerships between line managers and employees
- Capture information in the system for managing and recording ER cases and the learnings from them
- Support line managers to manage absence through the managing sickness process
- Support line managers to manage performance through the capability process
- Contribute to case reviews to share best practice and implement required changes to Trust policies, procedures or processes
- Contribute to the development and implementation of legal or Trust changes in policies and procedures to deliver the annual policy review plan. Work with the wider People, culture and digital team and other relevant Trust departments e.g. comms, payroll etc, to produce guidance and template documents and implementation communications where required to ensure effective implementation.
- All policies and procedures need to be written in the Trust tone of voice to make them user friendly, accessible and inclusive. All policies need to be written to support the Trust approach to wellbeing
- Support change management processes as ER experts and provide guidance and advice

Other responsibilities

- Role models the values and has a service focussed approach to delivery
- Communicates well and feedback to People, culture and digital team colleagues and others as appropriate, sharing insights and learnings and building sustainable solutions
- Work autonomously, on delegated work areas and where appropriate seek advice from Employee relations and policy manager, People business partners and senior colleagues
- Contributes to the development of standard Trust ER shared processes and practices making sure they are fit for purpose, and best practice both to meet service needs and employment law requirements
- To ensure own professional development and regular updating of professional knowledge to maintain CIPD professional requirements.
- Work with external bodies to gain understanding, appropriate development and expertise as required, for example, legal, ACAS etc

Additional information

- Actively engage with the Together Trust's vision, mission and values acting as a role model.
- Promote equity, diversity and inclusion in your work.
- Ensure confidentiality/data protection regarding all personal/sensitive information must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act.
- Ensure that you are familiar with and adhere to Trust policies and procedures.
- Maintain a consistently high standard of conduct and to provide the highest standard of service in accordance with the Trust Code of Conduct.
- Be aware of the responsibilities placed upon you under the Health and Safety at Work Act 1974, paying due regard to health and

safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

- Maintain consistent high professional standards and act in accordance with the relevant Professional Code of Conduct.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

| | Essential | Desirable |
|--|--|--|
| Education, qualifications and training | CIPD level 5 | |
| Experience | <p>Experience of providing ER advice and guidance to line managers</p> <p>Experience of dealing with queries from staff at all levels and advising leadership</p> <p>Experience of HR databases and systems</p> <p>Experience of researching in preparation for and policy writing</p> | Experience of providing HR within an education and/or social care sector |

Skills

Excellent written and verbal communication skills

Effective interpersonal skills

Ability to manage a number of ER interventions at the same time to meet appropriate deadlines

Good analytical and problem solving skills

Good IT skills, can use Microsoft office, spreadsheets and HR systems

Ability to work collaboratively with others to achieve appropriate outcomes

Evidence of using influencing skills

Ability to create policies and guides, templates and communications in an accessible tone of voice

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| <p>Knowledge</p> | <p>Up to date working knowledge of Employment law</p> <p>Understanding of HR policies and procedures</p> <p>Knowledge and understanding of Equal Opportunities legislation and its application</p> | |
| <p>Behaviors</p> | <p>Self-motivated, resilient and able to remain objective</p> <p>Commitment to continuing professional development</p> <p>Good team player, builds useful positive relationships internally at the Trust but also with external partners, like legal and ACAS</p> <p>Strong service user ethic</p> <p>Commitment to Trust values at all times</p> <p>Able to flow to work and be adaptable</p> | |

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| | when asked to support other work in HR Operations, building relationships quickly where needs to. | |
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you

