

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title: Human Resources Advisor</b>	<b>Grade: 5</b>
<b>Department: Human Resources</b>	
<b>Location: Head Office, Duns</b>	<b>Date: Revised March 2010</b>
<b>Reports to: Head of Human Resources</b>	<b>JD Code: HC013</b>

### CONTEXT/JOB PURPOSE

Working in the Human Resources (HR) team which provides the Group with its main resource for developing and managing policies, strategies, initiatives and services relating to Human Resources. Providing administrative and secretarial services in support of the HR function.

### KEY DIMENSIONS

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### ORGANISATIONAL STRUCTURE

- Responsible to the Head of Human Resources.

### KEY RESPONSIBILITIES

1. Provide support service for Human Resources activities across the Group including maintenance of job descriptions and Training Plan, recruitment, training, provision of contracts and representing the Group at relevant forums.
2. The accurate and timely preparation of instructions for Payroll in conjunction with the Head of HR to ensure that all staffing changes are correctly actioned.
3. The preparation of all Contracts of Employment and other general HR correspondence ensuring that all appropriate enclosures are attached and prepared for appropriate signature and that these are issued to staff within agreed timescales.
4. Assist the Head of HR to establish and maintain a computerised HR management information system to enable the provision of HR reports and statistics as required on a regular and adhoc basis.
5. To develop corporate training brochure on an annual basis, liaise with potential training suppliers and evaluate training and assist staff as required with their continuous professional development and to monitor and report on the progress of delivery of the Annual Training Plan.
6. Develop and support the induction programme to ensure that all new

- employees have completed an appropriate induction process.
7. To support and administer the appraisal process to assist with the delivery of the Contribution Management System annually.
  8. Support and manage sickness absence reporting and procedures ensuring that regular reports are provided to Managers and the Committee.
  9. Update of Job Descriptions when required to enable easy access to the most up to date information for staff.
  10. To carry out the duties of the Health and Safety Coordinator which includes maintaining health and safety records for office-based activities, administering essential health and safety procedures for designated areas and actions, providing health and safety assessments and report compliance issues to Health and Safety Committee.
  11. Make bookings for conferences, seminars and training events for staff, including staff meetings.
  12. Assist with administrative services as required.

**LIST OF COMPETENCIES RELEVANT TO THIS POST (see Competency Framework for further details)**

- **Delivery of customer focused, quality services**
- **Teamwork**
- **Adaptation to change**
- **Ownership**

## **PERSON SPECIFICATION/KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES**

### **Essential**

- Hold (or be studying for) a CIPD qualification.
- At least 2 years experience in HR administrative role including systems and record keeping.
- Computer literacy including proficiency in Word and Excel.
- Ability to work on own initiative.
- Capability of organising functions and events.
- Able to work to strict deadlines within a demanding office environment.
- Good oral and written communication skills.
- Able to work within and contribute to different teams.
- The ability to deliver required objectives within tight timescales.
- Strong negotiating and influencing skills
- A passion for HR and the highest professional standards.
- Courteous, effective and professional personal manner in all situations.
- Openness to change and critically assessing own performance.
- Confidential, trustworthy and honest.

### **Desirable**

- Awareness of regulatory frameworks and performance standards for areas of business within which the Group operates.
- Evidence of providing administrative support at a senior level.
- Previous experience of data input and producing reports using people management software.
- Up to date knowledge and understanding of employment law issues.
- Able to work extended hours as required.