

Job Description

Job title:	HR Advisor
Reporting to:	Finance Manager
Staff responsible for:	No direct reports
Functional responsibility:	Provide a comprehensive and professional advice and support service covering the breadth of the employee life cycle
Hours worked:	25 hours Monday to Friday
Salary Grade:	Grade 3, E-G; £25,290 - £26,380 pro rata
Date issued:	March 2020

Duties & Measures	
Duty 1	Provide a comprehensive and professional day to day HR advice and support service to all stakeholders, covering the breadth of the employee life cycle. Coach and develop line managers to support self-sufficiency within the framework of Broadway's people management approach
Measures	<ul style="list-style-type: none"> • Provide a proactive and professional HR advisory and support service on the full range of people management issues, policy and procedures. Identify opportunities to improve and develop people management practice through regular contact with colleagues and line managers and simple surveys, seeking constructive feedback and developing proposals for reviewing approach. • Advise and support managers in handling case work such as disciplinary, grievance and absence, including participation in investigation, ensure risk is mitigated by applying sound judgement, application of policy and employment law and influencing to achieve a positive employee relations environment. • Champion inclusivity, diversity and wellbeing across the organisation, participating in special interest groups and advising on best practice. • Collaborate with the SMT on the introduction of an employee development strategy, including identification of need, implementation and monitoring. • Proactively engage with and contribute to Broadway's ambition to become a value led charity, developing an engagement and wellbeing programme for all staff and working with the marketing and communications team to ensure the effective communication of Broadway's values.
Duty 2	Lead on all recruitment, including advice on role design. Oversee the successful integration of new employees into the organisation including their

Measures	induction and monitoring probation periods. <ul style="list-style-type: none"> • Advise managers on the recruitment and selection of staff, supporting the development of job descriptions, person specifications, advertising, assessment methods and selection procedure; delivering training to develop interview panellists. • Design and deliver an induction programme suitable for adapting to the range of roles across the organisation. • Support line managers throughout the probationary period of new employees, providing advice and guidance on performance management and maintaining accurate records. • Responsibility for identifying roles requiring DBS checks, completing appropriate level checks and maintaining a register to ensure checks are repeated in accordance with Broadway's safeguarding policy and practice. • Advise managers on establishing procedures to provide work placement, paid internship, apprenticeship and volunteer opportunities.
Duty 3	Oversee management of the full suite of HR policies and procedures, including the Staff handbook
Measures	<ul style="list-style-type: none"> • Update, amend, develop and improve all HR policies in line with latest employment legislation and best practice and support the communication and implementation of policies. • Interpret terms and conditions of employment and policy, providing detailed information and guidance to line managers and staff, developing competency and consistency in people management. • Ensure that associated procedural documentation is available and appropriate including template letters, FAQ's, guidelines. • Develop and deliver workshops for managers on the range of policies and procedures.
Duty 4	Responsibility for managing and maintaining all employee records and ensuring that all employee data is processed in accordance with the General Data Protection Regulations
Measures	<ul style="list-style-type: none"> • Ensure all employee data and information is kept up to date and data is stored and processed in accordance with GDPR requirements. • Develop the presentation of HR data to inform decision making and assess the effectiveness of people management practice. • Ensure employee leaver files are maintained and compliant with GDPR. • Provide timely and accurate information to the Finance Manager as required.
Duty	General Requirements
Measures	<ul style="list-style-type: none"> • Manage own workload, priorities and administration effectively. • Clear and timely reporting to the senior management team

	<ul style="list-style-type: none"> • Keep up to date on the latest employment legislation and best practice • Contribute to the development of an annual learning and development plan. • Keep own professional knowledge and practice up to date and relevant. • Be committed to, and be actively involved in, excellent customer service and best practice in both internal and external communications. • Attend staff, management and Board meetings as required. • Work effectively in a team, sharing responsibility with and supporting other managers. • To receive supervision and appraisal and be committed to own development. • To be committed to and work within Broadway policies and procedures.
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