



## Role Profile

The Role			
Role Title:	HR Advisor	Reporting to (job):	HR Business Partner
Legacy job titles covered by this role profile:		Jobs that typically report into this role:	None
Function / Org Unit	People & Culture / HR Operations	Job Number:( <i>to be assigned by Reward</i> )	
Base and travel	South - with regular travel North - with regular travel	Band ( <i>to be assigned by Reward</i> )	LC
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	0	Budget (Operating/Capital)	0
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	Makes decisions based on policies and precedent and their interpretation. Makes recommendations for consideration / ratification by others.
Working Environment	Home and office based / DSE user		

<b>Role Purpose</b>	<p>Reporting to the HR BP you will be providing a high-quality, proactive generalist advisory HR service to line managers and employees, interpreting policies, offering guidance and all other generalist activity.</p> <p>Work closely with the wider HR Operations Team to support the implementation of the Society's People and Culture strategy in relation to HR operational and generalist activity.</p> <p>To provide specialist advice, guidance and training for line managers and employees in relation to all aspects of the generalist HR activity and the Employee Life Cycle.</p> <p>To be a key team member in the HR Operations team, focusing on delivering Tier 2 advice and support as well as assisting the team as needed to ensure an excellent level of service is provided to the organisation at all times.</p> <p>You will also be adding value to the RSPCA by contributing to organisational projects that align with the HR function.</p>
<b>Principal Accountabilities</b>	<p><b>Stakeholder management</b></p> <ul style="list-style-type: none"> <li>• Development of effective relationships throughout the society, with particular emphasis on assigned departments to promote strong employee relations across the organisation.</li> <li>• Work closely with line managers to identify people related issues and provide coaching or guidance to resolve. Escalate as appropriate to Business Partners and Employee Experience team.</li> <li>• Use the People annual calendar and operational plans to anticipate the support required by the client base and provide the appropriate coaching and guidance as required.</li> <li>• Work collaboratively with Trade Union Representatives on both an informal and formal basis relating to individual employee issues.</li> </ul> <p><b>Advice and Guidance</b></p> <ul style="list-style-type: none"> <li>• Offer Tier 2 support in relation to generalist advice and guidance to managers where these have been raised through the HR Operations Team. These will be in relation to policies, procedures and issues within specific areas of responsibility, establishing the facts around complex issues and making recommendations to the HR Business Partners and Operations Manager as appropriate.</li> <li>• Work closely with HR Business Partners to support them on initiatives and activities they are engaged with.</li> <li>• Working closely with HR colleagues to provide a credible, timely and respected professional HR service</li> </ul>

	<p>which supports operational and strategic HR objectives, aims and aspirations.</p> <ul style="list-style-type: none"> <li>• Provide up to date legal and best practise advice and support to staff and managers on a range of complex issues.</li> <li>• Act as the HR lead on all employee relations matters, both informal and formal, guiding and supporting managers through the appropriate process, as well as reviewing reports and producing outcome letters.</li> <li>• Provide advice on HR related occupational health and wellbeing matters to ensure appropriate action is taken by managers and any other teams as appropriate.</li> </ul> <p><b>Policies, Procedures and Processes</b></p> <ul style="list-style-type: none"> <li>• Support change in relation to people management, by participating in the review, development and writing of policies, ensuring compliance with relevant legislation and best practice.</li> <li>• Develop procedures, processes, guidance notes and internal communications in relation to operational areas of responsibility to support the introduction of new or revised operational policies.</li> <li>• Provide support on all investigations and hearings, working closely with the HR Business Partners, to advise and provide expert advice on formal procedures, including attendance at formal hearings as professional advisor to the decision making panel.</li> <li>• To be responsible for preparing correspondence on HR and Employment related matters to the highest professional standard. Formulating complex reports and collation of documents for employee relations cases including investigations and preparation for formal hearings.</li> <li>• To liaise with the Employee Relations team to ensure Line Managers are provided with timely advice and guidance to manage people management issues including persistent and long-term sickness absence.</li> <li>• Management of Occupational Health referral process</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Identify training needs in client base and review training solutions with BP's and L&amp;D Advisers</li> <li>• To participate in the preparation and delivery of training sessions and workshops in relation to operational areas of activity.</li> <li>• To enhance the Society's people management performance by equipping and enabling managers to manage their staff through coaching and training initiatives</li> </ul> <p><b>Management Information and Reporting</b></p> <ul style="list-style-type: none"> <li>• To collate, produce, analyse and share management information in relation to HR operational activity, identifying trends and making suggestions for improvement.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To collaborate with the HR Information Systems team to develop and analyse regular and ad hoc reports from HRIS system (i-trent).</li> <li>• To ensure the tracking and monitoring of exit interviews, and to report on and analyse the data collected.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To create, review and publish documentation (processes, letters, guidance and toolkits) to support the work of the HR Operations and wider P&amp;C team.</li> <li>• Develop and maintain content on the Link (and Google sites where required) in relation to HR operational activities.</li> <li>• Escalate any concerns in relation to HR business risk where advice is not acted upon appropriately.</li> <li>• Attend meetings, briefings and ad-hoc working groups as appropriate, and contribute to the development of the HR function throughout the Society.</li> <li>• Lead on, and contribute to, specific HR-related projects, working with the HR Operations Centre and HR Business Partners as needed to support their implementation. As required researching, progressing and co-ordinating the project and making recommendations for future action within the Society.</li> <li>• To ensure compliance with data protection legislation, overseeing the routine archiving and disposal of applicant and other records.</li> <li>• As a member of the HR team support initiatives to improve well-being and staff engagement by working closely with HR colleagues by promoting and acting as champions of such.</li> <li>• The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.</li> </ul>
<b>Key Interfaces</b>	<b>Internal</b> - Colleagues within HR, Employees across the Society, Trade Unions, Senior Managers, Managers, Team Leaders, employees and volunteers
<b>The Person</b>	
<b>Personal Attributes and Key Competencies</b>	<ul style="list-style-type: none"> <li>• Effective communication skills and able to communicate to a wide range of audiences.</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to improving services</li> <li>• The ability to maintain effective and positive working relationships</li> <li>• Well organised and detail orientated</li> <li>• Confident to prioritise own workload and work to conflicting and changing deadlines.</li> <li>• Research skills and ability to compile, analyse and present information gathered from research in a range of formats depending on audience.</li> <li>• The ability to influence and negotiate to reach desired outcome.</li> </ul>
<b>Essential Key Skills, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE standard or equivalent</li> <li>• Human Resources CIPD Level 5 or working towards</li> <li>• Expert knowledge of current employment law, legislation, and HR best practice</li> <li>• Experience in a professional HR role, at an Advisory level of working in a Human Resources Team providing policy and transactional advice to Employees and Managers</li> <li>• Working independently and as part of a team</li> <li>• Experience of researching, developing and writing HR policy.</li> <li>• Experience of working and building effective working relationships with trade unions including consultation and negotiation.</li> <li>• Experience of managing complex employee relations issues.</li> <li>• Experience of interpretation of case law and applying to Employee Relations and HR issues.</li> <li>• Experience of delivery training to a wide range of audiences on a range of HR related topics.</li> </ul>
<b>Desirable Key Skills Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of coaching and mentoring managers and employees</li> <li>• Use of IT packages – Google and ITrent</li> <li>• Desirable - Union experience</li> </ul>

<b>Personal commitment to:</b>	<ul style="list-style-type: none"> <li>• Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals.</li> <li>• Take care of their own health and safety and that of others who may be affected by their acts and omissions.</li> <li>• Uphold the RSPCA's core values</li> <li>• Cooperate with Society policies and procedures</li> <li>• Understand and comply with any Society Code of Conduct.</li> </ul>
<b>RSPCA Core Values</b>	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p><b>We are compassionate:</b> we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p><b>We are inspirational:</b> we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p><b>We are committed:</b> we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p><b>We are expert:</b> we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p><b>We act with integrity:</b> we are honest and trustworthy, we act with integrity, we do what's right.</p>

## Creation and Authorisation

*Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

<b>Profile written by:</b> Caroline McCague	<b>Role</b> Assistant director - HR Operations	<b>Date:</b>
<b>Approved by (operations):</b>	<b>Role</b>	<b>Date:</b>
<b>Approved by (HR):</b>	<b>Role</b>	<b>Date:</b>
<b>Date Job last evaluated:</b>		