

HR advisor – projects job pack

Title	HR advisor – projects
Hours	37 hours per week
Salary	£25,000 – £28,000 per annum
Accountable to	Head of people
Responsible for	No line management at present
Based	Hybrid worker with days to be worked in the office and at home as agreed with line manager, with some travel to our other office locations and across our region as required

About the role

It is an exciting time to consider being part of the Caring Together team as we work hard to improve and develop an excellent employee and volunteer life cycle. As HR advisor - projects, you will work closely with the head of people and HR business partner to provide pragmatic and practical support in all people-related matters.

Key focus areas for this role will be to help shape policies and procedures and to take ownership of our HRIS system and its development, helping to drive employee and volunteer engagement and contributing to the overall success of the charity.

The successful candidate will have generalist knowledge of HR principles and employment law, strong administrative/ process improvement experience and a working knowledge of HR systems (ideally CIPHR).

Key accountabilities of the role

- Conduct a comprehensive policy audit and develop a program for continuous policy improvement.
- Research best practice and with senior HR colleagues and design policies that are pragmatic, practical, and compliant with legislation.
- Stay updated on changes in employment law and ensure policies and procedures are updated accordingly.
- Review existing people processes and align them with the charity's strategy and operational priorities.
- Work with stakeholders and other colleagues to ensure processes are fit for purpose.

- Play a key role in the development, deployment and integration of specific HR projects, including digital transformation taking ownership of the development of our HRIS- CIPHR.
- Collect, analyse, and report 'people' data, identifying key trends and their impact on business performance.
- Support the development of proactive people management activities based on data insights.
- Support the wider people team in promoting a high-performance culture.
- Maintain all records on CIPHR and other systems
- Provide creative and knowledgeable insight to drive the development of HR initiatives including employee and volunteer engagement, reward, talent management and inclusion.
- Be an ambassador for cultural change, including embedding behaviours.
- Work at all times within the philosophy and policies of Caring Together.
- Undertake any other duties requested by management that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expect staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

HR advisor – projects

Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • CIPD Level 3 or related experience 	
Experience and knowledge	<ul style="list-style-type: none"> • Experience of working in a busy HR team • Good working knowledge of employment law • Previous experience of working with HRIS systems • Excellent administrative skills • Demonstrable ability to lead and influence initiatives to conclusion • IT literate - good with data; ability to assimilate and use 	<ul style="list-style-type: none"> • Experience with culture change and continuous improvement initiatives • Experience of working with volunteers • Experience of CIPHR

	<p>data to inform decisions; good excel skills</p> <ul style="list-style-type: none"> • Experience of engaging with a diverse workforce • Experience with MS programmes (Word, PowerPoint) 	
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal with the ability to communicate across a variety of audiences. • Excellent attention to detail, demonstrates a constructive, solution focussed approach • Ability to influence and promote a positive workplace culture • Ability to multi-task • Ability to work productively with a range of people • Ability to build effective relationships with stakeholders 	
Personal attributes	<ul style="list-style-type: none"> • Good team player with the ability to work autonomously • Able to work under pressure and cope with changing priorities • Proactive, analytical and logical problem solver • Positive, professional and thorough in approach • Engaging, enthusiastic and positive personality 	<ul style="list-style-type: none"> • Desire to take on responsibility and develop

Application and recruitment process

Closing date	The closing date for this post is 16 June 2023
Interview	It is anticipated that interviews for this post will take place in week beginning 19 June 2023
Start date	The post is available immediately on a full-time basis
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.

Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days annual leave plus 8 bank holiday, as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 09:00 and 17:00, however Caring Together is committed to ensuring a work life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate may be required to work flexibly at evenings and weekends at times, depending on the role.
Benefits	Our commitment is to be a leading organisation to work and volunteer for. In addition to the benefits listed above others include; a commitment to continuous professional development, time to attend required events to maintain qualifications; long service awards; additional insurances; 24/7 counselling advice line.