

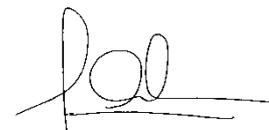
## JOB DESCRIPTION

<b>JOB TITLE</b>	HR Advisor
<b>BAND</b>	6
<b>DIRECTORATE</b>	Strategy and People
<b>HOURS OF WORK</b>	37.5
<b>RESPONSIBLE TO</b>	HR Business Partner
<b>ACCOUNTABLE TO</b>	Head of Employee Relations & Staff Engagement
<b>LIAISES WITH</b>	Workforce directorate, Service directorate management teams, Corporate directorates, Trade Union representatives, Relevant external NHS partners and bodies.
<b>BASE</b>	Pinewood House

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*



Ify Okocha  
 Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **JOB SUMMARY**

To support the HR Business Partner in providing a fully comprehensive and high quality HR support and advisory service to the Trust managers and staff in support of the Workforce Strategy and business and operational planning processes of the relevant Directorates.

To deliver an effective and timely HR Advisory service by working in partnership with managers on HR related issues, such as those arising from restructuring and change exercises.

To provide advice and support in respect of job evaluation, job redesign, employee relations, contractual and other operational HR issues.

To evaluate the service provided to Directorates and meet regularly with users to review the service and work with the HR Business Partner to further develop monitoring mechanisms against which the HR teams' performance can be measured.

To deputise for the HR Business Partner as required.

To undertake any ad hoc projects as identified by the HR Business Partner.

The postholder is encouraged to initiate and discuss new ideas to improve the HR service and to develop these with the HR Business Partner.

## **Employee Relations**

To advise and support managers and medical staff on appropriate action to take on disciplinary, grievance, capability and absence issues with minimal supervision, in line with Trust policies and procedures. Where managers are new to this area, providing hands on support and advice and training to help up-skill the managers.

To attend informal/formal meetings/hearings as necessary and advise on management reports and correspondence in accordance with Trust procedures. To assist in the presentation of cases up to and including dismissal and attend appeals and tribunals as and when necessary.

To produce and monitor monthly ER related statistics, including absence data and interpret information, identify problem areas, and work with managers to address them.

To keep up-to-date with current employment law legislation and best practice, and ensure that these are reflected in current HR practice. Highlight and address any changes to these and take appropriate action.

## **Workforce Information**

To question and challenge payroll forms for correct rationale and reasoning and ensure they are within legislative and audit requirements.

To utilise workforce information in the implementation of HR practices.

To check and authorise all contracts of employment and variations for all staff groups.

To be familiar with the Trust's computerised HR information system to input and retrieve information as required.

To support the implementation and use of the Electronic Staff Record system.

### **Employee Services**

To advise managers and staff on the interpretation and application of terms and conditions of service and contractual issues.

To be responsible for ensuring the use of fixed term, honorary and locum contracts are appropriate.

To offer consistent advice and interpretation of Trust policies and Terms and Conditions to both managers and members of staff, taking into account the impact and contribution to the wider perspective.

To have overall responsibility for the processing of all maternity/paternity leave and retirement activity across Directorates.

To be responsible for supporting managers in the appraisal process.

To manage the maintenance of personal files in accordance with Trust policies and the data protection legislation, having responsibility for regular audits of information.

### **Recruitment and Retention**

To ensure there is an effective link with the HR Business Support Team and the Recruitment Team.

To ensure that exit questionnaires and interviews are conducted and effective statistics produced and analysed for potential problem areas.

To participate as the HR representative on selection panels as and when required, ensuring best practice and Equal Opportunities are applied.

### **Budget**

Signatory for HR paperwork (checking input) including Payroll forms.

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**





## PERSON SPECIFICATION

JOB TITLE: HR Advisor  
 DEPARTMENT: Strategy and People  
 GRADE: Band 6

Education/Qualifications	How measured
<p>CIPD (Chartered Institute of Personnel and Development) Level 7 or equivalent experience (or due to fully complete this year).            Current CIPD registration.            Evidence of Continuing Professional Development.</p>	<p>Application / Interview</p>
<p><b>Experience</b></p> <p>2 years' experience in an operational HR environment.            Experience in supporting managers in employment relations issues.            Previously supervisory experience with the potential to develop leadership skills.            Experience of working in an NHS environment is desirable.</p>	<p>Application / Interview</p>
<p><b>Skills &amp; Abilities</b></p> <p>Well-developed oral and written communication skills with the ability to work with all levels of staff.            Good presentation skills to deliver in-house training programmes.            Ability to communicate HR protocols and procedures to managers in a manner that enhances the HR function.            Ability to be empathetic.            Ability to build credibility with managers and staff through the use of effective interpersonal skills.            Ability to plan and organise own workload and that of a more junior member of staff.            Ability to work on own initiative and be able to effectively prioritise work.            Attention to detail.            Ability to develop excellent problem solving skills.            Tact when dealing with complex, sensitive and confidential employee related issues.            Computer awareness. Be familiar with Word, Excel and a computerised HR database            Willingness to take responsibility for own workload.            Able to deal with difficult people.            Customer focussed and results driven.            Ability to interpret terms and conditions of employment.</p>	<p>Application / Interview</p>

<p><b>Knowledge</b></p> <p>Good knowledge of employment law and ability to interpret and apply it.</p>	<p>Application / Interview</p>
<p><b>Effort and Environment</b></p> <p><b>Physical Effort</b> There is frequent requirement for sitting in a restricted position for a substantial proportion of the working day</p> <p><b>Mental Effort</b> Ability to concentrate for extended periods with frequent interruptions. Ability to meet deadlines.</p> <p><b>Emotional Effort</b> Tact when dealing with complex, sensitive and confidential employee related issues Able to deal with; Difficult people Long term sickness Redeployment Redundancy Grievances Disciplinary</p> <p><b>Working Conditions:</b> Office conditions but agile working is also an option. Requirement to travel to and work in other areas of the organisation. As mobility in this role is essential, a car driver is preferred.</p>	<p>Application / Interview</p>

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name