

AFC Reference:	OD/HR/0018
Job Title:	HR Advisor
Band:	5
Division/Service:	TWSS - Workforce
Accountable to:	Assistant Director of HR
Responsible to :	Senior Human Resources Business Partner/Human Resources Manager

Job Outcomes:

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.
6. To assist in the provision of a high quality HR service to client services to support efficient and effective service delivery.
7. Facilitate good practice in all aspects of HR Management and support the HR Business Partners in improving the management of Human Resources across the Trust.

Key Areas of Responsibility

1. Provide professional advice and support to managers on employment relations issues; terms and conditions of service; management of attendance; performance management; termination of employment; equality and diversity; employment legislation; maternity processes; organisational change management; Human Resources Policies, and good people management practice.
2. Act as the first point of contact for staff for HR advice and guidance as detailed above.
3. Ensuring consistent application of Trust policies and procedures and adherence to employment law.

4. Support line managers in providing specialist advice regarding absence management in particular to provide guidance in monitoring the attendance of their employees in the application of the Supporting Health & wellbeing (Attendance) Policy including attendance at review meetings to ensure that the Trust's standards are achieved and maintained.
5. With appropriate support from the Human Resources Manager or Senior HR Business Partner provide effective advice and support to managers in formal investigations into complaints of bullying, harassment, disciplinary and grievance issues. This requires interpreting information, recording facts, producing reports and attending hearings as well as supporting managers on disciplinary or grievance panels.
6. To undertake delegated pieces of work/defined projects from the Senior HR Business Partner as directed to contribute towards the development of good human resources practice
7. With appropriate support from the Senior HR Business Partner plan, organise, adapt and deliver training sessions in conjunction with Senior HR Business Partner and Learning and Development staff, relating to Trust policies and procedures in conjunction with service needs/requirements.
8. To provide monthly workforce activity reports and where necessary undertake audits of activity as requested by Senior HR Business Partners and Service Managers eg sickness reports, disciplinary and grievance activity.
9. To use workforce information effectively to improve service, productivity eg tackling high areas of absence; usage of additional staffing and staff turnover.
10. With appropriate guidance from the HR Manager and Senior HR Business Partner advise staff and managers on organisational change process.
11. Update procedural guidelines in accordance with legislative changes, eg Maternity Leave Guidance.
12. Where necessary undertake audits of HR activity in services.
13. Update Employee relations database on a regular basis.
14. Foster positive employee relations and partnership working with trade union representatives.
15. To contribute towards the formation of policies, drafting and reviewing policies and procedures as directed.
16. Participate in the recruitment and selection process as and when required.
17. Participate in the job evaluation process through job matching, job evaluation.
18. Develop and maintain a knowledge and understanding of the services provided by the specified departments to ensure that their HR support enable them to achieve their objectives.
19. Provide support and guidance to new members of staff including graduate trainees and junior posts.

GENERIC RESPONSIBILITIES FOR ALL STAFF

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders.
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient/ service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment.
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.
- Attend a one day Just and Learning & Civility and Respect training workshop.
- Be an ambassador for Just & Learning and Civility & Respect following the training.
- Positively advocate the just and learning culture within your team.
- Be a confident supporter and implementer of the Trust CARES Values including Civility & Respect within your team.
- Support their team/ services to create a positive environment for Just and Learning Culture.
- Participate in Just and Learning Culture events.
- Bring Just and Learning Culture updates/ information to the attention of team members and other MCT colleagues they work with.
- Support and encourage the sharing of concerns about the safety and quality of care with senior leaders with the aim of improving safety and quality.
- Actively participate in creating an open culture within your team so that concerns and difficulties can be discussed safely and respectfully.

- Speaking up in the event that they are exposed to incivility between colleagues in the workplace #iwillspeakup.
- Listening and understanding others who have concerns and taking a collaborative approach to work towards a solution to improve civility and respect.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS:	<ul style="list-style-type: none"> Working towards CIPD qualification 	<ul style="list-style-type: none"> CIPD
KNOWLEDGE/EXPERIENCE:	<ul style="list-style-type: none"> Demonstrate a range of generalist HR knowledge and experience Experience of interpreting and advising on terms and conditions, policies and procedures Experience of providing advice and support to managers on HR related issues eg absence management, disciplinary, grievance. Up to date knowledge of employment legislation and good employment practice. 	<ul style="list-style-type: none"> NHS or public sector experience Experience of administering the recruitment and selection procedures and interviewing Experience of employee relations gained within a unionised environment Experience of using and extracting information from HR Databases
VALUES:	<ul style="list-style-type: none"> Continuous Improvement Accountability Respectfulness Enthusiasm Support Responsive to service users Engaging leadership style Strong customer service belief Transparency and honesty Discreet 	
SKILLS:	<ul style="list-style-type: none"> Effective verbal and written communication and influencing skills Effective presentation and organisational skills Able to communicate information to staff at all levels of the organisation Able to deliver training on HR policies and procedures Able to maintain 	

	<p>confidentiality and deal with situations in a sensitive manner</p> <ul style="list-style-type: none">• Able to understand the HR issues arising from operational management issues and advise managers appropriately and persuasively on the course of action they should take.• Able to work to deadlines and pay attention to detail• Able to prioritise and manage own work• Able to exercise initiative• Computer literate and able to use MS Office applications• Driving licence or ability to travel within the Trust in a timely manner• Able to build positive relationships with managers, colleagues and Staff Side representatives.• Able to maintain professional relationships with external contacts/organisations	
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