

Job Description

Post: Human Resources Adviser
Department: Human Resources
Grade: Professional Services 4
Reporting to: HR Business Partner

Line management of: Assistant HR Adviser and HR Administrator

Location: **Primarily Sutton.** The post-holder will also be required to work at the ICR's Chelsea office as required.

Hours of work: Full time equivalent: 35 per week: Monday to Friday (with one hour unpaid for lunch). Additional hours may occasionally be required to fulfil the role. Hybrid – minimum of 2 days' in the office.

Main purpose of the job

To provide a high quality, proactive and customer-focussed HR advisory and operational service across the employee lifecycle, in line with HR policies and procedures and agreed service levels.

To provide expert advice to line managers and staff on the application of ICR policy and procedures and Employee Relations matters.

To support line managers with a range of complex Employee Relations case management.

To support line managers with the effective delivery of change management programmes, including restructures, redundancies and TUPE, liaising with the HR Business Partner, where appropriate, for more complex matters.

To carry out project work, as required and to support the work of the department in delivering the HR strategy.

Duties & Responsibilities

Employee Relations

- To manage own casework giving appropriate advice and assistance, keeping the HR Business Partner informed of current caseloads and referring cases upwards for advice where appropriate.
- To take responsibility for a broad range of routine and complex case work providing clear and expert advice on a range of HR matters, including best practice, employment legislation and the interpretation of ICR Policy.
- To provide professional guidance and coaching support to managers in relation to conduct, performance, disability, redundancy, grievance, discrimination, discipline, and dismissals ensuring that full account is taken of risk management, commercial priorities, the ICR's policies and procedures and complex, and sometimes cross-cutting, legislative issues, best practice and ICR precedents.
- Ensure that the ICR is legally compliant in any dismissals relating to employee relations cases, reducing the risk of litigation.
- To attend hearings to advise the Chair in terms of procedure, employment law and risk management so they can make informed decisions on the facts of the case whilst balancing the needs of the organisation with that of legal compliance.
- To liaise with the HR Business Partner, as necessary, in co-ordinating information and compiling responses to Employment Tribunal claims and to provide professional guidance and support to managers and witnesses involved in Employment Tribunal hearings.
- To liaise with Occupational Health services in relation to Occupational Health referrals, including consideration of any reasonable adjustments that may be required for existing employees or new starters.

- To establish effective working relationships with managers and Union representatives.
- To carry out exit interviews with staff leaving the ICR and interpret trend of data/information and follow-up, arising from exit interviews and report to the HR Business Partner as necessary.
- To foster a positive employee relations and organisational culture, ensuring any necessary outcomes are taken to meet the needs of the business and fair practice.

Policy Development

- To contribute towards the development, review and implementation of HR policies, procedures, guidance documents and templates, ensuring legal compliance and best practice.
- To disseminate information and give guidance on new and updated policies to line managers and staff and to HR colleagues as appropriate.

Organisational Change

- To advise line managers on a range of change management issues, including non-renewal of fixed-term contract procedures, restructures, redeployment / redundancy procedures and TUPE transfers, liaising with the HR Business Partner where appropriate and for more complex or large-scale change programmes.
- To lead on a range of change programmes end to end, including preparation of business cases, consultation papers organising and attending consultation meetings, advising and supporting the managers and employees throughout the process.

Training and Organisational Development

- To support managerial capability by delivering training initiatives in collaboration with the HR Business Partner.
- To assist the HR Business Partner with the delivery of HR related training, including managing your people series, probation and induction training, and the annual appraisal training programmes.
- Liaise with the training team on any outcomes of ER cases, for instance staff at risk of redundancy, or employees, managers with identified training gaps to support wider organisational development objectives.

Line Management

- To manage the performance of the Assistant HR Adviser(s) and HR Administrator(s) throughout the year via regular 1:1 meetings and the annual appraisal process, ensuring that meaningful objectives are set and reviewed for relevance, regularly.
- To support and coach the Assistant HR Advisers and HR Administrators as necessary, in the provision of first line advice to staff and managers and family friendly leave procedures.
- To identify the development needs of the Assistant HR Adviser(s) and HR Administrator(s), defining and regularly reviewing their development plan and working with the HR Business Partner to identify appropriate learning and development interventions.
- To implement development interventions through appropriate training.
- To provide opportunities for the Assistant HR Adviser(s) and HR Administrator(s)' career and personal development through coaching and mentoring.

HR Information and HR Processes

- To participate in the continuous development and improvement of HR operations/ administration systems and processes.
- To maintain and update standard operating procedures and create new ones where applicable ensuring consistency amongst the HR teams.
- To check and authorise overall, the Personnel Change Form completed by the HR Administrator(s) and Assistant HR Adviser(s) and on occasion, complete and submit PCFs for more complex changes.
- To maintain appropriate databases and spreadsheets e.g., Employee Relations casework logs.
- To assist in the completion of staffing surveys for both internal and external purposes.

- Ensure electronic HR records are accessible and up to date and maintained in line with Data Protection legislation.
- To ensure that managers receive timely notification of contract expiry dates, visa end dates, funding end dates and employees on fixed term contracts whose status will shortly switch to non-time limited (NTL) status.
- To ensure that the ICR's obligations in relation to Visa and Immigration documentation are met.
- To ensure that staff are provided with the appropriate documentation and information to support their visa and sponsorship applications for their visa extension and that progress is monitored and line managers kept informed.
- When necessary, check and approve for signature contracts of employment, contract extensions and contractual change letters.
- Ensure HR correspondence is issued accurately and promptly by the HR Administrators.
- To participate in selection interviews, as and when required.
- To check and approve for signature, where necessary, contracts of employment, contract extensions and contractual change letters.
- Ensure HR correspondence is issued accurately and promptly by the HR (and Recruitment) Administrators.

Other Duties

- To participate in the HR Operational Team Meetings and to attend other meetings as required.
- To keep up to date with legislative changes and developments in HR best practice.
- To be responsible for own continuous professional development.
- To undertake HR projects to progress the work of the department.
- To contribute towards HR internal process improvement.
- To champion the ICR's wellbeing initiatives.
- To provide cover for HR Adviser colleagues/team, as required.
- To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.
- To undertake any other duties, consistent with the nature and grade of the post that may be required to deliver the organisational and HR strategies.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future needs or development.

Person Specification – HR Adviser

Criteria	Essential / Desirable
Education & Knowledge	
Educated to degree level or equivalent	E
At least part-qualified membership status of the CIPD	E
Good demonstrable working knowledge of current employment law and best HR and employment practices and principles	E
Demonstrable understanding of best practice recruitment selection and assessment methods and approaches	D
Experience	
Demonstrable experience of working in a HR department providing generalist operational and senior advisory HR support and advice to staff and line managers at all levels	E
Experience of managing a high volume and demanding workload and working to tight deadlines, prioritising own workload and delivering accurate and high-quality work often with conflicting demands	E
Experience of using an integrated HR/Payroll databases and reporting packages	E
Experience of managing a range of employee relations case work, providing sound professional and risk-based advice, coaching and supporting line managers and participating in formal and informal meetings in relation to redundancy and TUPE, as well as absence, disciplinary capability and grievance investigations and meetings	E
Experience of contracts administration, including working with and advising on different terms and conditions of employment	E
Experience of setting up new joiners on an integrated HR/Payroll database	E
Experience of evaluating options, identifying effective courses of action, and taking initiative to resolve problems	E
Experience of making constructive recommendations for improvement of systems and procedures and see them through implementation	E
Experience of HR policy development	E
Experience of participating in selection interviews	E
Experience of managing visas applications and in advising managers and staff and prospective staff on relevant processes under the UK immigration system	E
Experience gained within the academic sector, not for profit sector or NHS	D
Skills	
Excellent IT skills	E
Ability to produce work to a high-quality standard	E
Excellent attention to detail and accuracy	E
Ability to use initiative and make sound, well-considered decisions and judgements	E
Proven ability to establish credibility, impact and influence with a flexible approach to work, dealing with a range of different stakeholders/demands	E
Excellent team player and 'can do' attitude	E
Excellent customer service skills	E
Excellent organisational skills with an ability to effectively plan, manage and prioritise an extensive and varied workload to agreed deadlines and quality standards.	E
Excellent communication skills, including written communication (e.g. to present clear, well-structured policies, reports, formal ER letters)	E
Excellent interpersonal skills and ability to build effective relationships quickly	E

Evidence of having negotiated solutions in challenging and unique circumstances	E
Ability to communicate in a diplomatic, tactful, and courteous manner with a wide variety of people, at all levels, in the most appropriate format	E
General	
Ability to maintain confidentiality and deal with sensitive people matters	E
Self-motivated, ability to work independently, resilient in dealing with challenge	E
A commitment to diversity and equal opportunities in employment and service delivery	E
An interest in cancer research	D