



Porchlight

Changing attitudes • Changing lives

Job Description

Job title:	HR Advisor
Location:	Head Office, Watling Street, Canterbury
Reports to:	Head of HR
Hours:	37.5 hours per week
Contract:	Fixed Term
Salary	Grade G

Overall Purpose

To provide and develop a range of high-quality human resources services which support the implementation of Porchlight's human resources strategy.

To research, design and review HR policies, procedures, and systems.

Under the guidance of the Head of HR, manage specific projects to ensure that the HR service enables the organisation to achieve its strategic aims.

Main responsibilities

HR Advice & Support:

1. Providing prompt and sensitive advice to managers and staff requesting information on rights and responsibilities under Porchlight's HR policies or individual terms and conditions of employment.
2. To advise and assist managers in the preparation and documentation of cases under formal procedures, including drafting reports for hearings. Attending formal interviews to advise on procedure and record proceedings, deferring to the Head of HR for advice where necessary or when needing to delegate a case elsewhere.
3. Providing support or guidance to other members of the HR Team if they are undertaking casework.
4. Conducting exit interviews.
5. Support the Head of HR with change management processes.

Development of policy, processes & systems:

6. Work with the Head of HR to analyse gaps or weaknesses in current processes and systems and devise and implement improvements.
7. Carry out research into specific HR issues and carry out specific projects as requested by the Head of HR.
8. Contribute to the drafting, development and review of HR policies and procedures.

Information & Reporting:

9. Work with the Head of HR to produce the quarterly KPIs and analysis for the Senior Leadership Team and Board.
10. Maintain up-to-date records relating to all areas of HR activity; extracting information and providing regular and ad hoc statistics and reports upon request from managers.

Performance & Attendance Management:

11. Provide advice and guidance to managers in relation to all aspects of performance management.
12. Work with staff and managers to ensure effective attendance management at Porchlight.

Payroll:

13. Prepare monthly payroll report, with supporting authorisation forms.
14. Monitor changes to payroll on an ongoing basis (e.g. new starters, leavers, variations to salary), supplying accurate instructions to the payroll team within monthly deadline.
15. Maintain records of Statutory Sick Pay and Statutory Maternity Pay.

Recruitment & Induction:

16. Provide advice and guidance to managers in relation to recruitment, selection, and induction.
17. Collect data and produce statistics relating recruitment, selection, and induction.
18. Oversee the implementation of appropriate induction programmes by line managers.

Learning & Development:

19. Work with the Head of HR to review learning and development requirements across the organisation and implement new training courses/learning opportunities.
20. Monitor the completion of training and collecting data and producing statistics.

Other:

21. Attend and participate in regular team meetings and all internal and external meetings as required.
22. Perform any other duties consistent with the role and/or reasonably required.
23. Follow Porchlight's policies, procedures, and performance expectations.
24. Implement Porchlight's Equality, Diversity, and Inclusion Policy in all functions of the post.

Person Specification

We want the post-holder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

<ul style="list-style-type: none">• People focused.• Positive and enthusiastic• Communication and influence• Teamwork	<ul style="list-style-type: none">• Quality focused• Adaptable• Problem solving• Creativity and innovation
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Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order). Where relevant use your answers to illustrate how your competences have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

QUALIFICATIONS & EXPERIENCE

Essential

1. CIPD qualification (Graduate / Member) or other relevant business / management qualification or experience.
2. Experience of working in a multi-facetted role, where you have had to effectively balance competing priorities.
3. Experience of managing employee relations cases
4. Researching and developing effective policies, practices or procedures on HR issues or other business-related functions.
5. Using a range of computer software applications, including a computerised personnel information system, and maximising the use of IT to improve working practices and systems.

KNOWLEDGE & UNDERSTANDING

Essential

6. A well-developed understanding of HR practices.
7. A good working knowledge of employment legislation and case law.
8. Excellent organisational skills with the ability to manage priorities and work to deadlines in a methodical and accurate fashion.
9. An eye for detail combined with a clear overview of objectives and priorities.
10. Commitment to continuing professional and personal development.
11. Genuine interest in and commitment to Porchlight's client group.
12. Commitment to an open, participative, and empowering style of management.
13. An understanding of and commitment to Equality, Diversity, and inclusion as it applies to a supportive service and in the workplace.

PERSONAL QUALITIES

Essential

14. Commitment to developing and maintaining a high level of service to colleagues, the people we support, partners and other stakeholders.
15. A positive, self-motivated, and enthusiastic attitude to work.
16. Good presentation, communication, negotiation and influencing skills (written and verbal).
17. Ability to work effectively as part of a team as well as being able to use own initiative.
18. The capacity to handle pressure and to be adaptable to changing or conflicting demands.
19. Ability to identify solutions to problems and implement them.
20. Ability to actively contribute ideas and suggestions that improve the quality of service.
21. Willingness to work flexibly in response to changing organisational requirements.