

## JOB DESCRIPTION

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**Job Title:** HR Advisor  
**Department:** People and Development  
**Reporting to:** Director of People and Development  
**Location:** Head Office/Home based

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### PURPOSE OF ROLE:

**Deliver an efficient and effective HR service by providing advice, support and guidance on all employment law issues.**

### MAIN DUTIES AND RESPONSIBILITIES

- Provide support and advice to management with the efficient and effective performance of their teams and identifying and facilitating appropriate interventions.
- Support, coach and challenge Line Managers with absence, probation, disciplinary and grievance issues in accordance with policies, procedures and relevant legislation.
- Co-ordinate and participate in all levels of disciplinary, grievance, capability and appeal hearings
- Advise Managers and staff on all aspects of terms and conditions
- Assist the Director of People and Development with generalist HR matters, including reviewing and developing relevant Tenovus policies and procedures
- Monitor and work with Managers on short-term sickness absence, to reduce and maintain low sickness absence.
- Work with Line Managers on long term sickness cases, to resolve cases in the most appropriate and effective manner.
- Ensure that staff records and the HR system are updated and maintained accurately as required and held securely
- Support and coach the HR Assistant on low level employment issues
- Construct and type letters and e mails relevant to the People department
- Support the Director of People and Development on key projects linked to our strategic aims

Prepared by: Director of People and Development

Date Prepared: February 2023

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## **FLEXIBILITY STATEMENT**

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

## **CONFIDENTIALITY**

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018.

## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

## **SMOKING**

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

## **WORKING WITH VOLUNTEERS**

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

## **EQUAL OPPORTUNITIES**

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

## **VALUES**

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

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## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience &amp; Knowledge</b>		
Significant experience of working as a HR advisor or equivalent	●	
Up to date knowledge of employment law and HR best practice with a demonstrated ability to apply these	●	
Previous experience of working in a fast-paced HR team	●	
Experience of advising and coaching management at all levels	●	
Experience of managing performance management processes	●	
Experience of handling complex employee relations cases		●
Experience of advising on and attending investigation, disciplinary and grievance meetings	●	
CIPD Level 5 qualified		●
Experience of working with a HR system		●
<b>Skills, Aptitudes &amp; Abilities</b>		
Excellent interpersonal and communication skills	●	
Excellent planning and organisation skills with the ability to multitask and deal with a range of incoming enquires	●	
Ability to use initiative to complete tasks effectively and on time	●	
Commitment to customer focus and an ability to build and maintain effective working relationships with a variety of stakeholders	●	
Ability to work unsupervised at times	●	
Adaptable, flexible and innovative approach to work	●	
Ability to effectively negotiate and influence a wide range of stakeholders	●	
Proficient in relevant Microsoft Office packages, i.e. Word, Excel, PowerPoint, Outlook,	●	
Ability to communicate in Welsh		●