



JOB DESCRIPTION

HR Advisor

Employing Organisation:	Solutions4Health
Contract Type:	Permanent, Full time – 40 hours per week.
Salary:	£25,000 to £30,000 depending on experience
Reporting to:	Head of HR
Location:	Head Office, Thames Court, 2 Richfield Avenue, Reading, RG1 8EQ

JOB SUMMARY

Solutions4Health is an innovative company with a passion and proven track record for tackling health inequalities. We are a growing, prestigious health care services business, based in various offices across the UK delivering a first-class service to all our customers. Due to our continued growth, we are seeking an experienced HR Advisor.

Key responsibilities of this new role are to provide guidance to managers and staff throughout pivotal points of the employee life cycle, implementing HR policies, working practices, recruitment, and onboarding processes, and supervising a small, yet busy HR administration team.

The ideal candidate will respond to change with a positive attitude and demonstrate their adaptability and flexibility to changing processes in a high-speed working environment with energy and enthusiasm.

If you thrive in a culture of change and continuous improvement and would like to play an integral part in HR transformation to support the next phase of our organisation's growth, we would like to hear from you.

MAIN DUTIES AND RESPONSIBILITIES (Including but not limited to)

The successful candidate will be the main contact for managers and staff relating to HR policies, working practices and HR procedures. This includes but is not limited to employee relation, performance management, long term staff absences, complaints, and disciplinary cases, ensuring that procedures are correctly followed in line with regulatory procedures and company policy.

We are growing at the moment, and you will help to manage the recruitment process in line with company policy, including the review of job advertisements before they are advertised, and ensuring that the application process and the related records are maintained for analysis.

HR data is key to professionalism so regular checking data systems to ensure that induction, onboarding procedures and mandatory training have been completed will be required on a regular basis. Our HRIS system will also need to be managed and to ensure the upkeep and accurate recording of staff data on our HR data systems is completed in a timely manner.

The role will require the HR Advisor to supervise a small team of HR administrators. Supporting and providing the necessary HR support. This will also include providing the necessary training and coaching to ensure that they are fully equipped to perform their tasks accurately and competently.

Continuous improvement is vital to the running of our busy team. The successful candidate will be required to recommend and implement any improvements which can to greater efficiency or effectiveness.

As a fully generalist role, the HR Advisor will generate employment offer letters and terms of employment contracts and changes to Terms and Conditions.

We will, as a Strategic HR team, be invited to participate in numerous projects. You will be required to support the HR Manager and Head of HR on these projects as and when required. To complete any other HR related tasks as and when required.

ELIGIBILITY TO WORK IN THE UK

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

EQUAL OPPORTUNITIES

Solutions 4 Health is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand, comply with, and promote the Equal Opportunities Policy, avoiding behaviours which discriminate against colleagues, potential employees, clients, or patients on the grounds of sex, marital status, race, age, sexuality, colour, nationality, ethnic or national origin, religion or disability.

We are building our support to the Armed Forces community through the development of specific pathways within our recruitment process to support ex-forces personnel and reservists, those applying for jobs with us who meet the ideal candidate criteria for the role advertised are guaranteed to progress to the selection process.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS

Solutions 4 Health is committed to safeguarding and promoting the welfare of children and vulnerable adults. This is defined as protecting children and vulnerable adults from maltreatment, preventing impairment of their health or development, and ensuring that their domestic and social circumstances are consistent with the provision of safe and effective care.

NO SMOKING POLICY

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

OCCUPATIONAL HEALTH

Solutions 4 Health may at any time require you to attend an appointment for a medical examination by the organisation's nominated medical advisers.

PERSON SPECIFICATION
HR Advisor

Description	Essential	Desirable
Skills and Qualifications		
Secondary Education or equivalent	x	
GCSE Maths and English or the equivalent.	x	
CIPD qualification or studying toward a CIPD qualification or the equivalent.	x	
Understanding and practical knowledge of employment law and employer best practices.	x	
Organised and methodical approach to administration and record keeping.	x	
Excellent written and verbal communication skills along with the ability to compose and produce letters and reports using IT applications.	x	
Excellent IT skills and competent user of Microsoft Office - particularly Word and Excel.	x	
Ability to deal sensitively and appropriately with confidential information.	x	
Must possess strong clerical and administrative skills and sound knowledge of HR practices and procedures.	x	
Excellent organizational skills. Must be able to prioritise workload and manage time when dealing with a variety of tasks, and the ability to work to deadlines within defined standards.	x	
High level of accuracy required.	x	
Ability to demonstrate management and leadership skills and work well within a team.	x	
Ability to conduct meetings in a professional and sensitive manner when dealing with staff issues.	x	
Ability to undertake research for HR purposes as and when required.	x	
Ability to show initiative as and when dealing with different tasks and issues.	x	
Ability to undertake HR related calculations as and when required.		x
Experience		
At least three years' experience of working in a general HR environment, to include	x	

the full administration of recruitment processes and related follow-on tasks.		
Experience of supporting managers across a variety of departments at different levels in all aspects of HR and administering training as required.	x	
Proven HR experience in dealing with various HR complex tasks.	x	
Knowledge of using HR data systems.	x	
Knowledge of Croner Employee Management System and Radar Compliance System or similar data systems. (Full training will be provided).		x
<u>Key competencies</u>		
Organising, planning and control of tasks.	x	
Managing staff relationships	x	
Communication & influencing	x	
Team working & personal impact	x	
Attention to detail	x	
Strong interpersonal skills and relationship management	x	
<u>Personal Qualities</u>		
Approachable	x	
Must work well within a team	x	
Good listener and communicator at all levels	x	
Adaptable to change	x	