

Job Title: HR Advisor (Employees)  
Reporting to: Regional HR Manager  
Direct Reports: 3

Job Band: Band 4  
Size of Team: 50

Advise and support managers in the whole range of SJA people processes including recruitment, induction, PDRs, discipline and grievance. Help managers improve the employee experience at SJA.

## Key Responsibilities

- Provide advice and guidance on HR policies and processes to managers.
- Help managers resolve issues with employees quickly and informally without recourse to formal grievance or discipline wherever possible.
- Provide support and assistance to managers in the recruitment and induction of employees.
- Assist managers with disciplinary and grievance cases, including attending hearings as note-taker.
- Liaise with the HR Admin Centre to ensure changes are implemented smoothly and accurately.
- Help managers with the development of their employees.
- Help employees by signposting them to the right place to get queries answered – e.g. payroll, HR Admin Centre.
- Help managers communicate and engage with employees in a systematic way.
- Support managers with absence management issues.
- Assist the HR Advisor for volunteers as and when needed.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

## You will

- Be able to work on your own initiative
- Be willing to work flexible hours and travel around the region



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
5 GCSEs or equivalent at Grade C or above inc Maths & English	✓	
CIPD qualification		✓
<b>Experience</b>		
Dealing with HR case work	✓	
Providing advice and guidance to managers	✓	
Working in the charity sector		✓
Dealing with volunteer and employee queries	✓	
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate and influence effectively	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to prioritise and attention to detail	✓	
Understanding the importance of customer service	✓	
Good knowledge of HR policies and processes		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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