

# Job Description:

## HR Advisor – Site based

**Function:** Sodexo Government UK&I - Human Resources

**Position:** HR Advisor – Site based

**Immediate manager:** HR Business Partner

**Position location:** HMP Northumberland

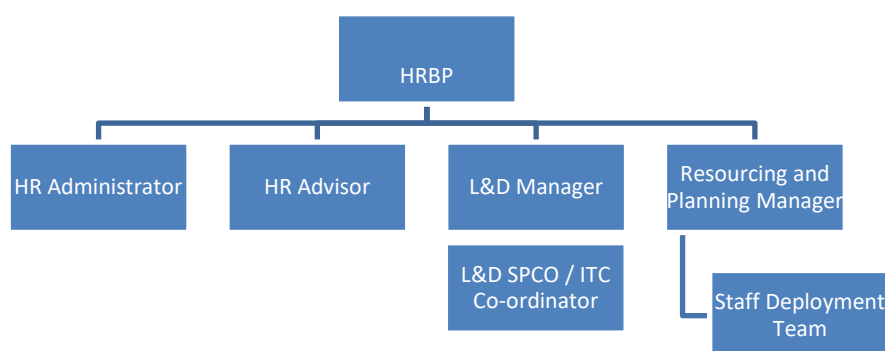
### 1. Purpose of the Job

- Work as part of the HR team in an advisory capacity; being a first point of contact for managers on all recruitment absence and employee relations (ER) issues.
- Support Line Managers with full case management on absence and ER issues including suspensions, investigations, disciplinary, grievance, absence etc
- Liaise with PeopleCentre and Resourcing teams to progress local cases in a timely and efficient manner

### 2. Dimensions

- HMP Northumberland has circa 500 employees
- Supporting 1x Site – HMP Northumberland site HR team consists of; HR Business Partner, HR Advisor, HR Administrator, L&D Manager, L&D Senior Officer, Resourcing and Planning Manager and Staff Deployment Team

### 3. Organisation chart



#### 4. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Ensure proactive case management of ER issues; providing practical advice to line managers and ensuring that this is compliant with both Sodexo policy and relevant employment legislation;
- Coordinate recruitment activity through regular liaison with hiring managers and resourcing colleagues; including approving requests to hire, reviewing job adverts and progressing interviews in a timely manner
- Work collaboratively with resourcing to increase attraction and build our brand within the local job market;
- Attend local job fairs - alongside the HR Business Partner - to target a wider pool of external talent;
- Oversee the end-to-end vetting process for newly recruited employees; liaising with the vetting provider, reviewing local vetting tracker and escalating any unreasonable delays to the HR Business Partner;
- Work collaboratively with the wider HR team and managers to ensure local policies and are adhered to;
- Build and maintain strong working relationships across the wider HR family including Sodexo prisons, central shared services, resourcing etc;
- Proactive case management and monitoring of suspensions to ensure suspension costs are minimal
- Review internal HR processes to support continuous improvement
- Support the HR Administrator in ensuring accuracy of all HR data including local trackers and reports
- Support with HR reporting and ad-hoc HR projects as and when required

#### 5. Accountabilities

- Oversee recruitment activity; liaising with line managers and the central resourcing team from the point a vacancy arises through to induction
- Act as first point of contact for line managers on all absence and ER matters
- Support the HR Business Partner to embed the local and regional People Plans.

#### 6. Person Specification

##### Essential

- Excellent verbal and written communication skills
- Experience in a multi tasked role within a fast-paced environment
- Ability to build and maintain strong working relationships with different stakeholders
- Good organisational skills with the ability to work consistently to deadlines
- IT competent including Microsoft Word, Excel, Outlook and Teams
- High level of confidentiality and discretion
- Accuracy and attention to detail
- Professionalism and resilience

##### Desirable

- CIPD qualified
- Experience of SAP (HR)

#### 7. Competencies

▪ Drives Results	▪ Decision Quality
▪ Manages Ambiguity	▪ Courage
▪ Collaborates	▪ Business Insights
▪ Ensures Accountability	▪ Optimises Work Processes
▪ Communicates Effectively	