

**GOvernment**

Job Description:
HR Advisor

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| Function: | Government  |
| Generic job:  | ER Advisor 1 |
| Position:  | HR Advisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | HR Business Partner |
| Additional reporting line to: | Operations Manager FMSP |
| Position location: | HM Naval Base, Portsmouth |
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| 1. Purpose of the job  |
| * To support on site managers in employee relations and employee engagement activities in line with company expectations and employment law
* To support the HR Business Partner, Hestia South, Falkland Islands and FMSP by providing HR advice across other sites as requested
* To work collaboratively with managers, PeopleServices and other central functions such as payroll, resourcing, reward etc. to ensure timely and effective management of HR matters
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| **2. Dimensions**  |
| * Absence management – absence triggers and average sick days per person
* Employee turnover – starters/leavers ratio and turnover v segment/UK&I
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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
* Travel and overnight stay may be required to undertake training and other business requirements including supporting complex HR cases at other sites and attendance at team meetings
* Flexibility on work schedule and location maybe required
* Support and coach managers to ensure effective management employee relations and team engagement
* Effective collaborative working with Sodexo external partners, unions, client and customers
* Ensure all practices are in line with Sodexo policies and procedures and those set out within ACAS guidelines and employment legislation
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| 5. Main assignments  |
| * Act with integrity and process all information with discretion and strict confidentiality in order to comply with data protection and other security requirements
* Continue to develop one’s own skills and knowledge within the position, including any required training courses
* Attend team briefs, huddles and meetings as required
* Attend your 121 meetings to discuss and agree job performance, objectives and development activities
* Maintain professional work standards at all times
* Care for all company equipment and ensure that any faults are reported
* Step up and cover line manager absence as directed
* Ensure that all written communication represents a professional image
* Active involvement, promotion and support of activities aligned towards employee engagement
* Develop and maintain a positive internal and external network
* Continued professional development in industry sector
* To carry out any other reasonable tasks and/or instructions as directed by management within agreed deadlines
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| 6. Accountabilities |
| **Employee relations and engagement:**Provide local support on complex ER matters and build strong working relationships with PeopleServices.Coach line managers on ER issues for improved handling of cases. Be an advocate for Diversity and Inclusion within segment. **HR data and people metrics:**Utilise data to identify trends and communicate to the business as required.Effectively manage employee data, including ELI data to ensure accurate information is held and stored securely. **HR planning and business development:**Work with the HR team to ensure the effective facilitation and delivery of HR calendar events throughout the business, including but not limited to pay review, bonus, 121 conversations, talent management, employee surveys, recognition events (Star of the Month, Spirit of Sodexo, Long Service etc) and apprenticeships.**Resourcing, recruitment, and on-boarding:**Work with resourcing team and line managers to understand the local labour market v business needs.Spot-check the effectiveness of pre-employment checks and on-boarding and drive compliance for RTW, probation and induction completion.**Retention, talent management and succession planning:**Report on employee turnover and drive exit interviewsWork with on site management team to identify key talent and create succession plans.**HR strategy:**Promote best practice across the business, presenting HR matters in a clear and concise way ensuring managers implement HR policies and practices.Support HR strategy by working proactively in assigned working groups as agreed within personal objectives.**Performance interventions and change:**Consider job design and organisational structure and support the creation of business cases.Drive effective consultations supporting managers and utilising PeopleServices.  |

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| 7. Person Specification  |
| Essential:* HR generalist experience and good understanding of all aspects of employment legislation
* Able to demonstrate good numerical and interpersonal skills, and effective verbal and written communication
* Strong stakeholder management skills and demonstrable experience of coaching
* Self-managed, well organised, responsive and able to work under pressure
* Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook)
* Able to demonstrate attention to detail and adherence to standards

Desirable:* Exposure to unionised environments
* Educated to degree level or equivalent CIPD qualification or qualified by experience
* Analyse problems analytically, develop opportunities and implement innovative solutions
* Experience of organisation development and design, and facilitation of change including consultation and engagement
* Knowledge of SAP HR
* Experience of working within military environment
* Previous experience in a broadly similar role
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| 8. Sign off |
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| Job holder name: |  | Line manager name: |  |
| Job holder signature: |  | Line manager signature: |  |
| Date: |  | Date: |  |

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