

# Job Description:

## HR Advisor / HR Business Partner

Function:	Government
Generic job:	ER Advisor 1
Position:	HR Advisor / HR Business Partner
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

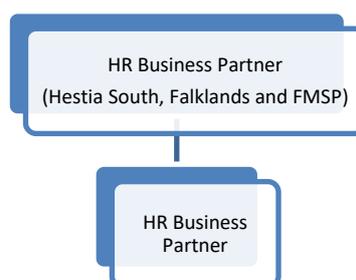
### 1. Purpose of the job

- To support on site managers in employee relations and employee engagement activities in line with company expectations and employment law
- To develop and maintain positive union relationships and manage employee rep groups across the site
- 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, PeopleCentre and other central functions such as payroll, resourcing, reward etc. to ensure timely and effective management of HR matters

### 2. Dimensions

- Improved people management across your business which is focused on the overall people strategy
- Use of HR analytics to identify areas for improvement and develop interventions for change in areas such as sickness absence, suspensions, regretted losses and right to work, with clear deliverable improvements when evaluated
- To continuously monitor and ensure labour targets are met within specified timeframes and recommend appropriate interventions to support operations
- Improved implementation of HR policy, procedures and initiatives across your business through effective communication, coaching and implementation of processes with line managers to keep early conciliation and tribunal cases to a minimum

### 3. Organisation chart



#### 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
- Unsociable hours in line with business requirements
- Flexibility on work schedule and location maybe required
- Collaboration with all site managers to ensure the effective management employee relations and team engagement
- Effective collaborative working with Sodexo external partners, client and customers, including CCM where appropriate who work on site
- Ensure all practices are in line with Sodexo policies and procedures and those set out within ACAS guidelines and employment legislation
- To act as a site Subject Matter Expert (SME) where appropriate to support managers and departments, offering guidance and support where required

#### 5. Main assignments

- Continue to develop one's own skills and knowledge within the position, including any required training courses
- Maintain excellent client/customer relationships
- Attend team briefs, huddles and meetings as required
- Attend your EPA 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 to management
- Step up and cover line manager absence as directed by line manager
- Take adequate steps to ensure the security of company and client property and monies under your control
- Input and agree to HR strategy with your line manager, and to be responsible for achieving all actions
- Initiate a process of continuous improvement by using analytics and reviewing cases with managers and central stake holders
- 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

#### 6. Accountabilities

##### **HR strategy:**

Understand challenges that business managers face and assist in driving improvements

Report on defined metrics in a timely manner

Promote best practice across the business, presenting HR matters in a clear and concise way ensuring managers implement HR policies and practices

Keep up to date with employment legislation changes and ensure implementation across the segment

Support HR strategy by working proactively in assigned working groups as agreed within personal objectives

##### **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, Aspire conversations and ratings, talent management,

employee surveys, recognition events (Star of the Month, Spirit of Sodexo, Long Service etc) and apprenticeships

**Employee relations and engagement:**

Provide local support on complex ER matters and develop appropriate solutions. Build strong working relationships with PeopleCentre, regularly updating on segment activity to ensure a joined-up HR service is delivered to the business

Work with Central HR to facilitate positive ER and Industrial Relations climate with employees and unions

Design and deliver coaching solutions to line managers on ER issues for improved handling of cases

Be an advocate for Diversity and Inclusion within segment

**Resourcing, recruitment, and on-boarding:**

Work with resourcing to understand the local labour market (workforce availability, reward, attraction and retention drivers) to improve delivery of resourcing solutions resulting in the reduction of vacancies / time to fill

Work with managers to identify resource needs across business to maintain/improve performance

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:**

Work with on site management team to create succession plan and support the talent management agenda.

Work with line managers to identify key talent and devise plans to retain within the business.

Identify recruitment strategies to identify future talent.

**Performance interventions and change:**

Assist on site managers and line manager to develop and deliver change through a thorough review of organisational design

Support in creation and implementation of business cases

## 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

## 8. Competencies

■ Customer focus	■ Resourcefulness
■ Cultivates innovation	■ Manages ambiguity
■ Being resilient	■ Collaborates
■ Ensures accountability	■ Communicates effectively
■ Builds effective teams	■ Develops talent
■ Persuades	■ Decision quality
■ Courage	■ Business insight
■ Drives results	■ Optimises work processes
■ Nimble learning	

## 9. Managerial behaviours

■ Commit to improve	■ Own performance
■ Act collaboratively	■ Develop and grow
■ Dare to think innovatively	■ Challenge with humility

## 10. Sign off

Job holder name:		Line manager name:	
Job holder signature:		Line manager signature:	
Date:		Date:	