

Job Description:

HR & Recruitment Advisor – Site based



Function: Sodexo Government UK&I - Human Resources

Position: HR & Recruitment Advisor – Site based

Immediate manager: HR Business Partner

Position location: Site based – HMP Altcourse

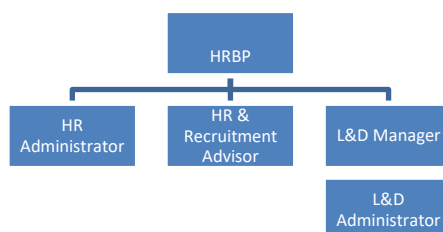
1. Purpose of the Job

- Work as part of the HR team in an advisory capacity; being a first point of contact for managers on all recruitment and employee relations (ER) issues.
- Support Line Managers with full case management on 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 Altcourse has 400+ employees
- Supporting 1x Site – HMP Altcourse, HR team consists of; HR Business Partner, HR & Recruitment Advisor, HR Administrator, L&D Manager and L&D Administrator

3. Organisation chart



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

- To 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
- To coordinate recruitment activity through regular liaison with hiring managers and resourcing colleagues; including approving requests to hire, reviewing job adverts and chasing progressing interviews in a timely manner
- To work collaboratively with resourcing to increase attraction and build our brand within the local job market

- To attend local job fairs - alongside the HR Business Partner - to target a wider pool of external talent
- Manage the end-to-end vetting process for newly recruited prison custody officers; liaising with the vetting provider, maintaining a local vetting tracker and escalating any unreasonable delays to the HR Business Partner
- To work collaboratively with the wider HR team to ensure local policies and procedures are adhered to at all levels
- 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 kept minimal
- Review internal HR processes to support continuous improvement within the function
- Support the HR Administrator in ensuring accuracy of all HR data including local trackers and reports
- Support with HR reporting as and when required
- Support with ad-hoc HR projects

5. Accountabilities

- To oversee recruitment activity; liaising with line managers and the central resourcing team from the point a vacancy arises through to induction
- To act as first point of contact for line managers on all ER matters
- To 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

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ HR Service Delivery

■ Employee Engagement	
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