



**Job Title**      **Human Resources Adviser**

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Job Title:	Human Resources (HR) Adviser
Employment Type:	Permanent, Full Time
Salary:	c£35,000.00 per annum
Reporting to:	Chief Executive Officer
Location:	Bath
Date:	September 2021

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**Job Description**

**About the role:**

The post of HR Adviser is a pivotal role within St John's. You will be responsible for providing a comprehensive and generalist human resource advisory service to the Senior Management Team (SMT) and the wider organisation to support continuous improvement of management performance, gain maximum efficiency and engagement from all employees, implement consistent and 'best practice' people processes across St John's and interpret and apply employment legislation to minimise risk. Building and maintaining strong working relationships is essential, as you will be the first point of contact for all HR matters. You will be responsible for all operational HR activities including the preparation of monthly payroll prior to it being submitted to St John's payroll provider. As a stand-alone role, you will work in conjunction with an external HR Consultant, as required.

**What will I be responsible and accountable for?**

**Duties**

- Supporting and advising managers on legal compliance and best practice on all employee relations issues and effectively contributing to their resolution, i.e. disciplinaries, grievances, absence management, performance management
- Ensuring HR policies, procedures and the staff handbook are adhered to, are regularly reviewed, reflect best practice and legal compliance
- Leading on all aspects of the recruitment process for all roles (up to, but not including executive level) to support the requirements of St John's
- Managing all aspects of the administration of the complete employee lifecycle
- Promoting and monitoring effective quarterly personal development reviews
- Formulating an annual mandatory training plan and ensuring all mandatory training is completed by all employees
- Managing the self-serve HR database, ensuring it is up-to-date and accurate
- Monthly reporting to the SMT with updates on the progress of HR strategic and operational goals
- Supporting the Chief Executive and wider Executive Team in sustaining a culture for St John's

which is consistent with its values and expected behaviours

- Issuing quarterly pulse surveys to all employees, analysing and sharing results and identifying an action plan for ongoing improvements
- Managing the contracts for a cost-effective quality service with our Pension, Private Health Care and Payroll providers
- Managing and working within an agreed HR budget
- Ensuring consistent promotion and delivery of excellent equality and diversity practice

### **Other Duties**

- Note-taking at HR related meetings, preparation and distribution of notes
- Awareness and observation of Health and Safety requirements
- To be an ambassador of St John's Foundation
- To undertake other duties, relevant to the position, that may be required from time to time to fulfil the needs of the Foundation
- Identify opportunities for improvements in HR systems and processes

### **Operational Goals**

- A workforce confident in the provision of HR advice and support
- Seamless, timely recruitment processes
- Up-to-date and current HR policies and procedures
- All mandatory training completed on time
- Best practice in all matters relating to equality and diversity
- Working within an agreed budget

### **Key Behaviour indicators (Please refer to the 'Values in Action' behaviour framework)**

- Courage
- Trust
- Kindness

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## **Job Requirements**

### **Knowledge, Skills & Experience:**

- CIPD level 5 qualified, or relevant experience
- Extensive generalist HR operational experience
- Strong knowledge of employment law
- Direct experience of influencing line managers to follow HR processes
- Ability to think laterally and creatively to provide solutions to problems and identify opportunities for continuous improvement
- Ability to be commercial and pragmatic when aligning HR systems and processes with business goals and when problem solving
- Ability to communicate effectively and assertively, verbally and in writing, in a way that fits the values and culture
- High level of emotional intelligence, able to listen effectively and pick up nuances and agendas from discussions

- Professional courage and integrity, ability to influence, collaborate, persuade and engage effectively
- Understands budgets – how to develop and maintain them
- Demonstrable balanced judgement, uses initiative and makes commercial, risk assessed decisions based on all facts
- Is empathetic and assertive when needed to tackle difficult issues constructively
- Understands the importance of culture, values, diversity and inclusive practices, leading by example
- Trustworthy, reliable, credible and authentic at all times
- In-depth experience and knowledge of recruitment
- Ability to work flexibly and independently
- Ability to accurately take notes at meetings and provide concise minutes
- Excellent attention to detail
- Strong time management, prioritisation and organisational skills

David Hobdey

CEO