

21 Avenue Road, Southall, Middlesex, UB1 3BL

T: 020 8571 9595 · F: 020 85746781 · info@southallblacksisters.co.uk

www.southallblacksisters.org.uk

|  |
| --- |
| JOB DESCRIPTION |

|  |
| --- |
| HUMAN RESOURCES ADVISOR |

|  |
| --- |
| Job Purpose |

|  |
| --- |
| To provide a human resources advisory service to line managers covering training, development, pay and benefits issues. To ensure the organisation meets and complies with its obligations on employment law.To provide a general HR administration service to all SBS employees and volunteers, acting as a first point of contact and paying particular regard to both legal requirements and the organisation’s policies and procedures. |

|  |
| --- |
| Responsible to |

|  |
| --- |
| Operations Manager and Director. |

|  |
| --- |
| Hours of Work |

|  |
| --- |
| The standard working week for this post is 35 hours per week, 9am to 5pm. Monday to Friday. However, on occasions some flexibility may be required to deal with emergencies or to meet deadlines and in this regard some evening or weekend work may be required. |

|  |
| --- |
| Salary Scale |

|  |
| --- |
| Salary range £29,828 to £30,708 (incl. OLW) per annum depending on experience. |

|  |
| --- |
| Duties and responsibilities |

|  |  |
| --- | --- |
| 1 | To provide guidance and support to line managers in HR issues and to advise managers of legislative and procedural requirements, ensuring solutions are effectively implemented and a consistency of approach across the organisation. |
| 2 | To identify training needs and to source, arrange, conduct and evaluate internal or external training events and activities.  |
| 3 | To advise managers on employee development issues and to research various methods of performance management and development, including appraisals. To propose recommendations to the Operations Manager and the Director. |
| 4 | To provide advice to employees and managers on maternity, parental and flexible working entitlements. |
| 5 | To investigate, set up and maintain effective communication processes with employees and managers. |
| 6 | To work with the Operations Manager and Finance department to investigate job role evaluation, pay grading, job paneling, succession planning and retention schemes and to propose guidelines for implementation. |
| 7 | To work with the HR Consultant to maintain updates/ prepare templates in relation to the Employee Handbook, policies and procedures and any other matters which may arise. |
| 8 | To generally manage and develop the Human Resources work.  |
| 9 | To assist in identifying, reviewing and updating relevant and suitable HR projects and policies. |
| 10 | To provide reports and advice as required by the Operations Manager/Director. |
| 11 | To keep up to date with new developments and legislation in Human Resources and Employment Law. |
| 12 | To carry out and maintain regular health and safety related checks and administration including ensuring annual electrical and gas safety checks; any employee risk assessments; organise fire drills; ensure first aid boxes are fully stocked; research and arrange training courses in first aid, mental health and health and safety. |
| 13 | To provide necessary advice and conduct matters relating to recruitment (including DBS checks), absence management, disciplinary and grievance matters, appraisals and exit interviews. |
| 14 | To assist with any other project or activity at the discretion of the Operations Manager/Director. |

|  |
| --- |
| General Duties and Responsibilities |

The HR Advisor will be expected to be able to prioritise their own workload and to carry out their own administration, but the following duties shall be undertaken with supervision and where necessary with other members of staff:

|  |  |
| --- | --- |
| 1 | Assist managers and Director to be pro-active about staff-related issues on a regular basis.  |
| 2 | Recommend any changes or additions to organisation policy and procedures. Limitations are imposed by legislation and existing policy. |
| 3 | Assist in maintaining high standards in all aspects of the organisation’s work; this includes complying with and promoting issues of confidentiality, equal opportunities and other policies and procedures of the organisation. |
| 4 | Actively contribute to the organisation’s cohesion, encouraging cross-team working and a problem -solving approach. |
| 5 | To support senior management with the setting up meetings, ordering gifts/flowers, or other matters as and when necessary. |
| 6 | To help organise social events and meet and greet visitors with refreshments.  |
| 7 | Contribute to the smooth running of the SBS centre and its services. |

|  |
| --- |
| PERSON SPECIFICATION |

|  |
| --- |
| The person appointed to this post must demonstrate that she has the following general characteristics, skills, knowledge and experience. Essential criteria is indicated by **(E)** and desirable by **(D).** |

|  |
| --- |
| General |

|  |  |
| --- | --- |
| **(E)** | Must have a valid work permit documentation showing expiry dates and hours available to work. |
| **(E)** | Commitment to the aims, objectives and working practices of SBS and the voluntary sector generally. |
| **(E)** | Be able and willing to work flexible hours, on occasions some flexibility may be required to deal with emergencies or to meet deadlines and in this regard some evening or weekend work may be required. |
| **(E)** | Have an understanding and commitment to shared responsibility in a team context and be able to put this into practice. |
| **(E)** | Be willing to undertake general reception, administration and maintenance duties if required. |
| **(E)** | Be able to contribute to recruitment/dismissal and/or general HR plans.  |
| **(D)** | Have basic knowledge and awareness of issues affecting BME women, especially in respect of violence against women, state responses, racism and religious and cultural constraints. |

|  |
| --- |
| Experience |

|  |  |
| --- | --- |
| **(E)** | CIPD qualification or part qualification. |
| **(E)** | 2-3 years’ experience working in an HR advisory role. |
| **(D)** | Have experience of working with women, especially BME women in a voluntary or paid capacity. |

|  |
| --- |
| Skills |

|  |  |
| --- | --- |
| **(E)** | Integrity, influencing, persuasion and interpersonal skills. |
| **(E)** | Problem solving ability. |
| **(E)** | Be able to work on own initiative and as part of a team.  |
| **(E)** | Be able to work effectively under pressure including prioritising workload and meeting deadlines. |
| **(E)** | Be able to respond positively to change. |
| **(D)** | Good level of IT proficiency, including a working knowledge of Microsoft Office. |
| **(D)** | Have excellent verbal and written communication skills. |
| **(D)** | Have a good understanding of the voluntary sector. |