

HR Advisor

Job Description

Job Purpose:

To work as part of a vibrant team, dedicated to fulfilling our mission to support, empower and enable people with disabilities to live their lives to the full. You will support the HR Manager in ensuring Options is up to date with all aspects of Employment Law, and monitor and advise on any staffing matters that may arise.

Reporting to: HR Manager

Responsibilities:

- Providing support, guidance or coaching to employees, Team Leaders and the Leadership Team on all employee relation matters – including performance management, disciplinary and grievance procedures.
- Improving management communications by delivering efficient and speedy HR processes.
- Attaining and delivering advice on employment issues to the Leadership Team.
- Supporting the HR Manager in ensuring Options is compliant with current Employment Law, and the organisation HR related policies and procedures are up to date and relevant through knowledge of Employment Law.
- Providing timely, relevant and accurate HR information to the Leadership Team as requested to inform decision making around staffing matters.
- Ensuring all employee records and HR logs are carefully maintained, up to date and compliant with confidentiality, and company and statutory requirements at all times.
- Updating and maintaining monthly HR reports for the Leadership Team including Staff Turnover, Absence and Working Time Directive.
- Recording and maintaining sickness, providing regular absence reports to Team Leaders and the Leadership Team.

HR Advisor

Job Description (continued)

Responsibilities (cont.):

- Providing line managers with up to date holiday records for all staff they oversee.
- Developing and maintaining excellent working relationships with internal and external stakeholders; communicating in a timely manner.
- Dealing with investigations, disciplinary, performance management, and grievance procedures, including preparation of all related documents.
- Processing leavers in a timely manner by carrying out any appropriate exit interviews/surveys, notifying relevant persons, updating a turnover report, and providing insight and recommendations to the Leadership Team about any trends identified.
- Attending formal meetings to provide HR advice and taking minutes.
- Processing DBS applications in a timely manner, ensuring re-checks are carried out in line with our contractual obligations.
- Occasional duties to support the team, such as: reception cover when needed, supporting the Recruitment and Development Lead with administration during key periods of Options' recruitment cycle, and assisting the Training Co-ordinator by setting up the training room as required.
- Working within Options Values, Beliefs and Working Values.
- Any other reasonable duties as required by the HR Manager.



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Person Specification

Experience:

- 2 years minimum HR experience – working in a demanding, logical, purposeful role is vital.

Skills, Values and Knowledge:

- Able to apply core HR and administrative skills in a fast-paced and challenging environment.
- Have a strong working knowledge of Microsoft Office, specifically Word and Excel.
- Able to work on own initiative, prioritise work, and meet strict deadlines.
- Able to apply policies and procedures in day to day situations.
- Able to communicate with all stakeholders effectively and professionally in person, in writing and over the telephone
- Able to analyse and interpret complex information and produce clear verbal and written reports.
- Have great people skills, particularly with others who may find themselves in uncomfortable or unfamiliar situations.
- Able to provide Team Leaders and Leadership Team with guidance and support when investigating disciplinary and grievance procedures including relevant administration.
- Pays attention to detail, is very accurate and able to see the big picture.
- Excellent organisational and time management skills.
- Have a person-centred approach – see people as people, irrespective of disability
- Have a real passion to support, empower and enable others.





Summary of Terms

Salary: Salary of up to £22,000 (dependent on experience)

Hours

40 per week (Full-time)

Holidays:

28 days annual leave (including bank holidays)

Based at:

St Nicholas House, Old Churchyard, Liverpool, L2 8TX.

Recruiting staff with Criminal Records

Options is committed to people – people we support with learning disabilities and people who work for Options – our staff. We recognise that sometimes people commit crimes, but then develop beyond that, with the potential to be great at supporting people with disabilities.

Options is committed to providing opportunities for employment for people who have a criminal record or have been the subject of police enquiries. What we must do is to ensure this happens safely, without putting people we support at risk – financially, physically or emotionally.

Options, therefore has a policy of carrying out Disclosure and Barring Service checks (DBS) on all of its employees. DBS checks examine people's police records and other national registers that may indicate someone's unsuitability to work with people who are vulnerable. We do this because:

- a) We want to ensure the safety of people we support
- b) We want to get the right staff (who may have committed offences but have developed beyond that)
- c) We are legally obliged to.

We comply with the DBS Code of Practice and undertake to treat all applicants fairly. A copy of the code of practice is available from the office if you would like one. We are keen to give a 'second chance' to people no longer likely to commit offences. Potential employees are advised at application stage i.e. in the application form, that they must disclose any cautions / convictions / warnings / court appearances which they have and that failure to do so will result in dismissal should the cautions / convictions / warnings be revealed subsequently, this is true of all civil and criminal offences. Should a candidate disclose cautions / convictions / warnings / court appearances at the interview stage, the chair of the interview panel should ask the person for more details. The decision as to whether or not to appoint should then be made bearing any of the information that has been disclosed in mind.

Should a successful candidate not reveal any cautions / convictions / warnings / court appearances which he/she have at application, Options will terminate that person's employment, based on non-disclosure, and the need for honesty and integrity in the service. Applicants are always appointed subject to a satisfactory DBS check.

Options reserves the right to refuse employment to anyone who has a conviction for the following, should the circumstances of that conviction indicate that the employee may pose a potential threat to any of the people we support.

- Fraud
- Obtaining money by deception
- Crimes of a violent nature
- Burglary
- Theft
- Actual Bodily Harm
- Drug Related Offences.

No offence whatsoever is regarded as spent as Options work and appointments are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work that we do.

Options also reserves the right to refuse employment to anyone who has a number of convictions over a period of time, where the crime itself may not warrant either not appointing a candidate or termination of employment but the frequency and the pattern of crime indicate the person may re-offend.

Having a criminal conviction will not necessarily bar you from working for us. That will depend on the nature of the conviction and the circumstances and background of your offences. Dishonesty regarding convictions, cautions or court appearances will lead to non-appointment.