

ONE REN

POST TITLE:	People Advisor	POST ID:	
DEPARTMENT:	Chief Executives	GRADE:	Grade 9
SECTION:	People Team	LOCATION:	Home and Office based
REPORTING TO:	People Manager		
LINE MANAGEMENT OF:	N/A		

JOB PURPOSE

The post holder will assist the People Manager in providing an effective service to all managers and employees within the Company, ensuring best practice of People centric policies and procedures and compliance with employment legislation.

KEY DUTIES & RESPONSIBILITIES

1. Partner with managers and stakeholders to provide an effective and comprehensive people centric service to a range of customers. In matters such as: organisational design and development, employment law, job evaluation, learning and development, equality, diversity and inclusion, recruitment, health, and wellbeing.
2. Maintain a comprehensive knowledge of employment legislation, employee relations policies and general employment related developments, terms, and conditions of service; company policies including recruitment, disciplinary, grievance, performance management, attendance, maternity / paternity, and any others.
3. Support managers with their inclusive recruitment, ensuring an effective onboarding process is implemented.
4. Work with managers to understand attendance figures for their areas. Proactively working on trends and ensuring employee attendance processes are being adhered to in line with attendance management procedure, work with the OH team in managing short and long-term cases to resolution.
5. Support managers with restructuring, investigations, disciplinary, grievance and maternity cases as required, this could include minute taking, advice, guidance and working with solicitors on more complex cases.
6. Develop, implement, and monitor people policies and procedures in line with the company's vision and values, legislative changes, corporate decisions, and national and local collective agreements.

7. Monitor and allocate tasks to others within the people team. This includes planning, allocating, monitoring, and reviewing work outputs.
8. Adhere to all policies and procedures for good records management ensuring that the correct information is created, maintained, stored, and retrieved in accordance with business need and statutory and legislative requirements.
9. Reporting on key people metrics for management on a monthly and weekly basis. The key performance indicators include absence and turnover. Each of the metrics should have corrective action plans created by the role holder, where necessary.
10. Working with our payroll provider to ensure that all payroll requirements such as appointments, pension, promotions, secondments, transfers, and resignations are processed timeously. Ensuring paperwork accurately issued to colleagues to ensure notification of changes. This should accurately reflect the information in the establishment reports.
11. Build performance capability in the workforce by working with managers to identify and supporting learning and development needs. Provide an overall coaching role to line managers on all people management aspects.
12. Working with the People team to deliver on the company's People strategy and implementing companywide initiatives and projects.
13. Direct the People Administrative Assistant to maintain all Company People files.
14. Demonstrate project management and problem-solving skills. Research, plan, and report on major projects ensuring that progress reports are relayed to senior management.
15. Manage different scales of business restructures end to end, this could involve consultation on an individual or collective basis. Working with trade union, management, and employee representation to get to a resolution.
16. Prepare reports including committee reports, briefings, statistics, and internal communications as required.
17. Undertake evaluations of posts in accordance with the Job Evaluation system.
18. Support in the maintaining of the learning and development delivery plan to drive a learning culture by ensuring learning takes place across the business at all levels which includes a range of areas such as, the use of new learning tools, using technology to reach diverse audiences and being able to offer a blended model to training, ensuring compliance and strategy requirements are understood captured and planned,
19. Support the people team in developing a culture that builds and embeds an understanding the importance of developing our colleagues through targeted training programmes and re training; through cross-skilling, soft-skills and behaviours training to challenge mind-sets and supports career advancement and succession planning.
20. Support line managers across the business to create pathways into employment and beyond through career progression with clear career pathways.

21. Undertake other related duties as may be required by the Company in line with the needs of the service.
22. Travel to other sites as and when required.
23. Promote the health and safety of employees at work and of service users through the implementation of the company's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
24. Ensure that all activities for which the post holder is responsible are delivered in accordance with the OneRen's Equality and Diversity Policies and the statutory and general and specific Equality Duties.
25. Participate at team and business meetings as scheduled in accordance with the remit of the post.
26. Uphold the organisational values of Integrity, Excellence, Creativity and Fairness.
 - Integrity – We value honesty and high ethical standards in how we work within and out with our organisation: we are passionate in our determination to always do the right thing.
 - Creativity – We are innovative and flexible in responding to local needs; in meeting challenges, we are creative thinkers, with a consistent focus on outcomes.
 - Fairness – We focus on inclusion to ensure we deliver for everyone across our community; we are caring and kind to each other and in the way we support the community.
 - Excellence – We will work collaboratively in pursuit of our community's shared goals; in everything we do, we aim to deliver a quality experience and actively champion high standards.
27. Carrying out such other duties as may be required from time to time.

PERSON SPECIFICATION

Factors	Essential	Desirable	Method of Assessment
EDUCATION	- Degree in a related subject and/or equivalent related significant experience - Demonstrable relevant experience in providing advice and support on personnel procedures, policies and practice - Knowledge of Employment Law - Proven experience in an HR environment	- CIPD Certificate in Personnel Practice, or equivalent - Experience in providing a customer focused HR service - Experience of payroll/HR electronic systems	Qualification
RELEVANT EXPERIENCE	You must have hands on experience of job sizing	Experience in effective absence management	Application, Interview

	and evaluating roles, working with terms and conditions of service; workforce planning; recruitment and retention issues and knowledge of the current and future HR issues.	• Experience of Local Government conditions/working practices. • Participated in Trade Union negotiations. • Supervisory experience • Current Driving License	
SPECIAL KNOWLEDGE & SKILLS	• Knowledge and experience of; working within an HR environment; interrogating HR and payroll systems; Equality legislation; presenting information in a clear and concise manner; dealing effectively with all levels of staff including Trade Unions • Sound knowledge of procedures, practices, and employment legislation • A wide range of practical experience in dealing with employee relation issues • Ability to build and sustain good working relationship with a range of stakeholders at all levels. • Effective interpersonal and communication skills. • Effective organisational skills • Proficiency in Microsoft packages, namely Word, Excel, Outlook and Powerpoint • Excellent presentation skills • Ability to effectively use IT software in an HR setting • Able to handle pressure/respond to deadlines. • Able to work on own initiative and as part of a team.		
PERSONAL FEATURES/ QUALITIES	• Positive team player • Excellent communication skills • Excellent organisational	• It is desirable that you have knowledge and experience of: Scottish Council's Job Evaluation	

	skills, enthusiastic and flexible in approach to work • Track record in achieving work timescales / targets • Self-motivated and ability to work on own initiative • Ability to plan, priorities and multi-task • Ability to work autonomously as well as part of a team	Scheme	
MANAGEMENT COMPETENCES			
OTHER	• Willing to travel to and work within all facilities operated by OneRen		

Approved by:	Completed by Senior Section Manager	Date:	
Evaluation Reference:		Date:	