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**Job Description**

**Job Title: Human Resources Advisor**

**Responsible to: Operations Manager - Human Resources**

**Location: Nottingham Voluntary Action Centre, Mansfield Road, Nottingham with some working from home and our other sites**

**Hours: 37.5 hours per week**

**Salary: £24,000+ dependant on qualifications and experience**

**Primary purpose of post**

* To provide professional HR support, guidance and advice to managers and employees as a HR generalist
* To identify, research, implement and evaluate improvements and initiatives relating to all aspects of people management, TUPE, HR systems, engagement, staff wellbeing, reward, recognition, retention, performance and development
* To support the development of an organisational culture that puts our Christian Core Values – Caring, Honesty, Respect and Responsibility - at the centre of all we do

**Principal Responsibilities**

**1 Employee Relations**

1.1 To provide advice, best practice guidance and challenge to managers and employees on employment law, HR policies and procedures, terms and conditions etc

1.2 Under the direction of the Operations Manager to support, and advise managers on staffing issues including sickness absence, performance, disciplinaries, grievances, TUPE, restructures, equality and inclusion etc

1.3 To be the HR / YMCA representative at meetings including preparing and presenting items at managers meetings, consultation meetings etc

1.4 To identify, research, implement and evaluate initiatives and efficiencies to improve our employer offering including employee engagement initiatives, work experience schemes, employer branding, work shadowing, reward and recognition, apprenticeships, wellbeing initiatives etc

**2 Training and Development**

2.1 To work with colleagues to support the ongoing development, promotion, arrangement, monitoring and evaluation of all aspects of the Association's Corporate Training Programme

2.2 To organise and deliver HR Workshops (eg appraisals, sickness management) and the Corporate Induction Workshop

2.3 To source, promote and monitor funded training opportunities and to work with managers to increase the number of apprenticeships and traineeships

2.4 To maintain training records for all employees and ensure the accurate administration of training and the apprenticeship levy

2.5 To actively promote apprenticeships, work shadowing and other development opportunities across the association

2.6 To support managers to seek and provide suitable, cost effective external training opportunities for their staff

2.7 To work with managers to identify future development needs so that staff are trained and developed to meet future workforce development needs

**3 Recruitment**

3.1 To manage applications, monitoring and records relating to recruitment, selection, job descriptions, job offers, induction and probation including sending out application packs; collating shortlisting packs; dealing with queries; chasing documents; taking up and verifying references, DBS and identity checking etc

3.2 To advise on, administer and take part in shortlisting exercises, tests, recruitment interviews and other selection processes

3.3 To plan and carry out first day induction meetings with new starters to the Association as required

3.4 To support managers to complete the on the role / departmental induction and probationary process for all new starters

3.5 To work with and support managers to develop recruitment strategies to meet future staffing needs as services are planned and expanded in new service areas, locations and markets

3.6 To undertake quality assurance checks on recruitment exercises, investigate and respond to recruitment complaints and ensure that any learning is embedded.

**4 Volunteering**

4.1 Under the direction of the Operations Manager, to support managers to achieve the provision of an effective volunteer base for the Association

4.2 To support managers to identify volunteer and work placement opportunities

4.3 To help promote and advertise volunteer and work placement opportunities to ensure that we attract diverse, committed volunteers with the required skills, experience and motivation

4.4 To assist with the signposting, vetting, retention and monitoring of volunteers

4.5 To arrange events to celebrate and thank our volunteers

**5 Administration / Management Information**

5.1 To work effectively with the HR system and analyse and present employee information and undertake administration relating to but not limited to staff turnover, recruitment sickness absence, performance indicators, benefits, salary sacrifice, wellbeing, employee engagement, demographics etc

5.2 To identify and initiate improvements to HR processes to maximise performance and efficiency

5.3 To work closely with Payroll in relation to the shared system, pensions, changes, leavers and starters

5.4 To ensure all HR files are in line with Data Protection / GDPR requirements, Ofsted requirements etc

5.5 To undertake file audits and site visits to ensure compliance

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

 To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management but the post holder will support, mentor and supervise newer members of staff, trainees and apprentices as required

**Person Specification**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Human Resources Advisor**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | 1.1 Demonstrable experience of providing professional HR support and advice to staff and managers | A, I |
| 1.2 Practical experience of managing recruitment and selection processes, dealing with disciplinary and grievance issues, delivering training, managing sickness absence, driving performance improvements etc | A, I |
| 1.3 Proven experience of using a HRIS and online recruitment systems | A, I  |
| 1.4 Experience of handling confidential and sensitive information in line with Data Protection requirements | A, I |
| 1.5 Experience of effectively managing a busy workload with a variety of tasks and deadlines  | A, I |
| **Knowledge and Qualifications** | 2.1 High level knowledge of HR best practice, equality and diversity, current employment law, employee engagement, management trends etc | A, I, T |
| 2.2 Accredited HR qualification to at least level 5 (desirable) | A, D |
| 2.3 Understanding of safeguarding policies and procedures | I |
| **Skills & Abilities** | 3.1 Excellent numeracy, literacy and verbal communication skills including the ability to write accurate letters and reports, compile and analyse statistics, take notes at meetings etc | A, I, T |
| 3.2 Ability to explain and present sometimes complex information in an easily accessible way | I, T |
| 3.3 Ability to multitask, coordinate and prioritise using effective organisation, time management and planning skills | A, I |
| 3.4 Ability to work to a high professional standard with excellent attention to detail and accuracy | I,  |
| 3.5 Highly computer literate with excellent ICT skills | A, I |
| 3.6 Strong interpersonal skills including the ability to challenge appropriately and deliver training and presentations | I, T |
| **Other work-related requirements** | 4.1 Ability to support the Christian core values of the Association | A, I |
| 4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | D |
| 4.3 High level understanding of the needs of people from diverse cultural, social and racial backgrounds and the ability to identify and challenge inappropriate attitudes, behaviour and conduct  | A, I |
| 4.4 Able to travel between sites and attend training, meetings, site visits etc as necessary | A, I |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and vulnerable adults*