



JOB DESCRIPTION

Job Title: Human Resources (HR) Advisor
Grade: SO1/SO2 (SCP 23-28)
Reporting to: Assistant Director of HR
Working with: HR Director and central HR team, leaders and managers
GORSE HR network, employee/ trade union representatives
Responsible for: Indirect responsibility for day-to-day management of HR admin team.

Role Overview:

Working within the GORSE central HR team, the HR Advisor is pivotal in supporting GORSE's central HR function by providing advice and guidance on a variety of HR matters to managers, contributing to the development and implementation of HR policies and practices. The HR Advisor is also responsible for producing establishment HR statistics and providing data insights, as well as ensuring that a timely recruitment service is delivered.

Central HR Support:

- Provide advice and guidance to colleagues in establishment HR network to ensure that they maintain accurate employee records.
- Assist the HR network in maintaining accurate employee records and support the HR admin in the efficient execution of workload.

Recruitment, Onboarding and Talent Management:

- Assist establishments with recruitment and onboarding process, including job descriptions, interviewing, and candidate selection.
- Oversee work of HR Admin Team ensuring recruitment deadlines are met and robust approvals are in place and HR audits are taking place.
- Help GORSE HR network to ensure a smooth onboarding experience for new colleagues across GORSE.

Employee Relations:

- Provide support and guidance to managers and employees on day-to-day employee relations issues.
- Support HR Business Partners in managing attendance, employee relations, performance management and disciplinary and grievance processes, including preparing bundles and being the HR Advisor on straight forward cases.

Performance Management

- Support managers in the performance appraisal process, offering guidance on setting objectives, providing feedback, and handling performance improvement plans.
- Review compliance data for management of colleagues in probation, escalating areas of concerns to HR Business Partners.

Employee and Organisational Development

- Help identify training needs and coordinate learning and development programs for employees. Provide advice on career development and skills improvement, including apprenticeships.
- Support central HR team in organisational change initiatives, ensuring smooth transitions and effective communication with employees.

GORSE

- Overseeing GORSE staff apprenticeships, including advising managers and liaison with training providers.

Compensation & Benefits

- Provide guidance to employees and managers on compensation and benefits, including salary structures, incentives, and employee queries.
- Ensure that compensation practices are in line with industry standards and GORSE policies.
- Provide support to central HR team with job evaluations and compensation reviews.

HR Compliance & Policy Guidance

- Advise managers and employees on HR policies, procedures, and best practice.
- Ensure establishments are adhering to policies, legal requirements, HR practices, through a structured programme of HR audits.
- Supporting HR team in researching developing and writing policies and lead on the development of GORSE wide processes for the HR network to follow.

Data-Driven Decision Making

- Prepare termly GORSE and establishment HR data for the Director of HR and central HR team, providing insights for further exploration.
- Prepare other HR reports for management, as required.

Culture & Engagement and Wellbeing:

- Support initiatives aimed at improving employee engagement, wellbeing, morale, and overall job satisfaction. Encourage and promote open communication across teams.
- Support the development and cascading of employee surveys, feedback programs, and recognition initiatives as required.
- Support establishments in undertaking Wellbeing Action Support Plans (WASPs) as required.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
<ul style="list-style-type: none"> Minimum Level 5 qualification, or working towards, in Human Resources, preferably CIPD qualification. 	E
<ul style="list-style-type: none"> A full clean driving license and access to a car as this role is based across multiple sites. 	E
Knowledge and Skills	E/D
<ul style="list-style-type: none"> Strong knowledge of HR best practices, employment laws, policies and compliance regulations. 	E
<ul style="list-style-type: none"> Adapts well to change, with excellent problem-solving skills and a hands-on approach to addressing employee concerns. 	E
<ul style="list-style-type: none"> Ability to handle confidential information with integrity and professionalism. 	E
<ul style="list-style-type: none"> Strong organisational and time-management skills, with the ability to manage multiple and ever-changing priorities at pace. 	E
<ul style="list-style-type: none"> Proficiency in HR software and Microsoft Office Suite. 	E
Experience	E/D
<ul style="list-style-type: none"> Significant experience in an HR-related role, as a HR Coordinator, or similar position. 	E
<ul style="list-style-type: none"> Experience in using Human Resource Information Systems, SIMS and single central record 	E
<ul style="list-style-type: none"> Experience in employee wellbeing programmes. 	E
<ul style="list-style-type: none"> Experience with HRIS systems and reporting tools. 	E
<ul style="list-style-type: none"> Experience in conflict resolution. Excellent communication skills, both verbal and written, with the ability to influence and build relationships at all levels of the organisation. 	E
<ul style="list-style-type: none"> Experience of manipulating data in excel and preparing high quality data summaries 	E
Continuous Professional Development	E/D
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 	E
Other Conditions	E/D
<ul style="list-style-type: none"> Enhanced DBS Clearance 	E

This job description provides a comprehensive overview of the responsibilities and qualifications for the role of Human Resources (HR) Advisor, which may evolve, commensurate with grade, as GORSE/ establishment needs change.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.