

## Job Description

**Post title:** Human Resources Advisor  
**Post reference:** TA1114  
**Salary band:** TAL Salary Band 11 <sup>1</sup>  
**Responsible to:** Human Resource Manager



### Job Purpose:

To assist the HR Manager in the provision of an integrated human resources service to managers in order to support them in meeting the overall strategic objectives of the Company.

### Duties and responsibilities:

1	To support the Human Resources Manager in delivering a high quality, professional service to managers covering all aspects of human resources.
2	To work as part of a team to be the first point of contact for managers and staff with general human resource and payroll queries.
3	To advise managers and staff in relation to the application of terms and conditions of employment, the Company's policies and procedures, and employment legislation.
4	To co-ordinate recruitment and selection processes including advice to managers, conducting interviews, organising candidate assessments and assisting in the development of new strategies.
5	To undertake clearance procedures for prospective employees, including the preparation of letters of appointment and written statement of terms and particulars for authorisation by the Human Resources Manager.
6	To co-ordinate pre-employment checking procedures including Disclosure and Barring Service checks and liaison with the Independent Safeguarding Authority.
7	To investigate and respond to correspondence and queries in relation to terms and conditions of employment.

8	To advise managers on the application of the Attendance Management Policy including dealing with individual cases, arranging referrals to Occupational Health, accompanying managers to sickness and capability meetings and dealing with ill-health terminations, providing advice where necessary.
9	To assist and advise managers on the application of Human Resource policies e.g. disciplinary, grievance, harassment etc. including undertaking investigations and acting as the procedural advisor.
10	To process/administer enquiries and applications relating to maternity, paternity, adoption and special leave and ensure that payroll and pensions are notified accordingly.
11	To administer retirements, resignations and transfers in line with existing procedures including payroll and pension notification.
12	To advise managers on all aspects of current employment legislation.
13	To produce management information and compile statistics, as required.
14	To represent the HR team at meetings, providing HR input and advice as necessary.
15	To liaise /communicate effectively with contacts within the Company e.g. Venue managers and staff.
16	To undertake briefings/presentations to managers and staff as required.
17	To liaise, communicate effectively with organisations and individuals outside the Company e.g. Trade Unions, external clients, the Disclosure and Barring Service, the Employment Services, prospective employees.
18	To undertake specific project work as required.
19	To advise managers on the effective implementation of the Company's HR policies and procedures. Identifying and recommending appropriate action to HR Manager contributing to the development of policies, procedures, guidance and action plans as required.

20	To participate in change management, undertaking projects associated with organisational change and support the HR Manager in complex organisational change processes.
21	To assist in developing and presenting training for managers and staff in respect of HR functions e.g. disciplinary, grievance, attendance management etc.
22	To provide advice to individual employees.
23	To co-ordinate the work and provide day-to day supervision of HR Assistant and support their personal development.
24	To deputise for the HR Manager, as appropriate.
25	To ensure that all HR systems (computerised and manual) are accurately maintained, ensuring confidentiality.
26	To comply with the General Data Protection Regulations and Data Protection Act in respecting the privacy of personal information held by the Company.
<b>Additional information:</b>	
<b>General requirements for all Tees Active Limited employees:</b>	
1	To deal with customer/service enquiries in a professional and positive way. Ensuring that the service maintains a strong customer focus and remains committed to the principles of Customer Service Excellence.
2	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
3	To maintain any professional registration, licences or qualifications, which are essential to the post held.
4	To take reasonable care of any items of equipment and uniform issued by the Company and report any faults or maintenance issues to the relevant manager.

5	To be aware of and adhere to all Tees Active Ltd financial, legal, HR and administrative policies and procedures including all NOPs/EAPs and the HR Handbook.
6	To take reasonable care of your own health and safety and co-operate with management so far as necessary to enable compliance with the Company's health and safety rules and legislative requirements.
7	To adhere to any professional and Company Codes of Conduct, as appropriate.
8	To comply with the Company's Appearance Code ensuring that uniforms and name badges are worn, as required.
9	To comply with the Company's Employee Guide to Information Security including relevant legislation, ensuring that confidentiality is maintained for all staffing, management, customer and supplier information.
10	To carry out the duties of the post with full regard to the Company's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery. Ensuring that colleagues are treated in a fair and consistent manner and that the service maintains a strong commitment to the principles of the Equality Standard.
11	To be peripatetic between work areas and venues, as and when required.
12	The above tasks and responsibilities cannot fully encompass all that is required of the post-holder. It is expected that the post-holder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post.
<b>I accept this job description as an accurate record of the duties and responsibilities of this post.</b>	
<b>Signed:</b> .....	<b>Date:</b> .....

**PERSON SPECIFICATION**

**POST: HUMAN RESOURCES ADVISOR**

	<b>Essential</b>	<b>Desirable</b>
<b>PROFESSIONAL QUALIFICATIONS /EDUCATION</b>	Professional qualification in a HR related discipline. (CIPD qualified).	Membership of CIPD.
<b>KNOWLEDGE</b>	Up to date knowledge of employment law, and equality and diversity legislation. Broad HR knowledge base including best practice.	Knowledge and understanding of the Leisure Sector.
<b>SKILLS/ EXPERIENCE</b>	2 years generalist experience within Human Resources.  Experience of managing recruitment processes.  Experience in dealing with casework and investigations.  Effective communication skills both verbal and written.  Excellent interpersonal skills.  Effective influencing and negotiating skills.  Effective time management and prioritising skills to work to strict deadlines.  Good analytical and problem solving skills.  IT skills including use of Microsoft Word and Excel.	Human Resource experience within the Leisure Environment.  Experience in supervising staff.  Experience of developing and implementing HR procedures, policies and best practice.  Experienced in delivering staff training.  Experience of payroll processes and documentation.
	<b>Essential</b>	<b>Desirable</b>
<b>PERSONAL QUALITIES</b>	Customer focussed.  Ability to work effectively using own initiative.  Ability to work as part of a team.  Flexible and adaptable.  Ability to maintain confidentiality.  Ability to use tact and diplomacy when dealing with sensitive/confrontational situations.	
<b>OTHER</b>	Ability to attend events/meetings away from office base.  Commitment to Equality and Diversity.	Flexibility with working pattern.