**JOB DESCRIPTION**

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| **TITLE:** | **Human Resources Advisor** |
| **LOCATION:** | **Based at Age UK Lewes Office and working remotely from home.** |
| **HOURS:** | **28 hours per week (4 fixed days or across 5 days per week)** |
| **SALARY:** |  |
| **RESPONSIBLE TO:** | **People & Development Manger** |
| **RESPONSIBLE FOR:** | **Volunteer Administrators** |

**PURPOSE OF THE POST:**

To provide a full range of operational and advisory HR support across Age UK East Sussex commercial premises and services in relation to the following HR matters:

* Recruitment and Selection
* Terms and Conditions of Employment
* Training and Development
* HR Policies and Procedures
* Employee Relations matters
* Payroll Exceptions
* Other HR related administration as required.

All in compliance with statutory obligations and best practice.

**DUTIES AND RESPONSIBILITIES:**

1. Assisting the People and Development Manager with all generalist HR matters, including reviewing and updating relevant Age UK East Sussex employment Policies and Procedures.
2. Providing ad hoc HR advice and support to staff and managers across Age UK East Sussex.
3. Administration, co-ordination and support of all Age UK East Sussex recruitment and selection activity, including advertising, the creation of job descriptions, supporting interview processes and undertaking pre-employment checks.
4. To co-ordinate the administration and processing of Disclosure and Barring Service checks.
5. Maintaining a file of up-to-date job descriptions and person specifications.
6. To support the People & Development Manager with the AUKES conference.
7. Taking lead responsibility as systems administrator and organisational trainer for the HR Management System.
8. To support the People & Development Manager with the East Sussex County Council Wellbeing Award and any other awards that are deemed suitable for AUKES.
9. Managing and maintaining contracts, personnel files and other employment information in line with GDPR regulations.
10. Processing and issuing correspondence relating to authorised variation of contract requests.
11. Administration and co-ordination of staff training systems and records.
12. Issuing offer letters and employment contracts.
13. Undertaking casework and supporting the HR Manager on matters relating to redundancy/ disciplinary/grievance/attendance management and capability.
14. Overseeing systems for annual leave.
15. Overseeing sickness and absence on systems.
16. Generating monthly HR reports and ad hoc reports via HR system as requested by the management and Directorate team.
17. Administration, co-ordination and monitoring of induction, probation and performance management procedures.
18. Fulfilment of additional duties as required of the role.
19. Liaise with payroll and provide exception reports monthly.

**OTHER:**

1. To work within the policies, procedures and quality frameworks adopted by Age UK East Sussex with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.
2. To undertake relevant training as required by the organisation and agreed with your line manager.
3. To be an Ambassador for the Charity, positively promoting the organisation and its services at all times.
4. To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.

Age UK East Sussex reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.



**PERSON SPECIFICATION**

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| **Attribute:** | **Requirements:** | **Essential/**  **Desirable** | **How Assessed:** |
| **Education/**  **Qualification** | GCSE (or equivalent) grade C or above in Maths and English.  CIPD Level 3 or above  Professional membership of CIPD | E  D  D | Application |
| **Experience** | Experience of working in a generalist HR environment, to include administration of recruitment and training at all levels.  Experience of supporting managers across a variety of departments at different levels.  Experience of using an HR system/database.  Experience of undertaking and supporting on employee relations casework (grievance/disciplinary/attendance management/performance), including experience of conducting/supporting disciplinary investigations.  Experience of policy work and development.  Experience of working within Disclosure and Barring System/Safeguarding protocols. | E  E  E  E  D  D | Application/ Interview |
| **Knowledge** | Up to date employment law and HR best practice.  Understanding of HR Services and the contribution that they make to an organisation.  Employment policies and procedures.  Terms and conditions of employment.  Employee wellbeing and benefit schemes.  Project management and research methods.  Job Evaluation.  GDPR provisions relating to HR data and information. | E  E  E  E  D  D  D  E | Interview |
| **Skills and Abilities** | Strong administrative skills.  Able to maintain confidentiality.  Excellent written and verbal communication skills.  Excellent interpersonal skills, with the ability to communicate with people at all levels.  Ability to effectively build and maintain good working relationships.  Strong numerical skills with ability to analyse data.  Ability to effectively multi-task and meet deadlines.  Accurate with impeccable attention to detail.  Ability to work independently but also to be team focussed.  Competent user of Microsoft Office applications, especially Word, Outlook and Excel.  Commitment to and understanding of equality and diversity. | E  E  E  E  E  E  E  E  E  E  E | Interview |
| **Other** | Demonstrable commitment to continuous professional development.  Ability and willingness to travel throughout East Sussex.  Empathy with others.  Flexible and adaptable to change.  Tactful, diplomatic, discreet and approachable.  Proactive, self-motivated and able to demonstrate initiative. | E  E  E  E  E  E | Interview |

I confirm that I have received and read the above Job Description and Person Specification.

As an employee of the Charity, I understand the duties and responsibilities assigned to me. Furthermore, I understand that these are intended as guidelines and may change over time, as necessary. From time to time, I understand I may be asked to perform duties and undertake responsibilities that are not specifically set out in my job description but are suitable for my role and level.

I confirm that I have received and read the above job description and person specification.

**Employee Name............................................................................................................**

**Signature.......................................................................................................................**

**Date...............................................................................................................................**