

HR Advisor

Generic title	Manager – 3
General Description	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees a potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-company collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for familiar project or process</p> <p>Interpret a plan and decide what resources and required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify other's needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

Role definition

Summary of role	Provide first line support to line managers in line with the HR support matrix and HR processes and procedures, include onsite resourcing and training support.
Responsibilities and accountabilities	<p>Provide onsite resourcing support to understand current resource profile mapping to pipeline requirements. Where gaps identified liaising with wider HR team and resourcing team to resource roles.</p> <p>Manage redeployment activities either within the contract or within the wider business unit liaising with the HR team and line managers.</p> <p>Coach line managers in performance management processes.</p> <p>Support line managers with employee relations cases including contract queries investigations, disciplinaries and grievances.</p> <p>Assist with the management of redundancies as agreed with SHRBP.</p> <p>Production of regular absence trigger reports for business area working closely with Managers to ensure short term and long term sickness absence is managed accordingly.</p> <p>Providing support to managers on occupational health and employee wellbeing matters, including referrals to occupational health services.</p> <p>Assist in the production and analysis of the HR report and dashboard. In conjunction with the SHRBP review overall trends and agree and implement corrective actions where required.</p> <p>Undertake exit interviews and review taking appropriate action where necessary.</p> <p>Coordination and administration of contract related training requirements. Liaising with Training Manager to maintain agreed company standards. Where new requirements identified working with the learning and development team to deliver solutions.</p> <p>Coordination of site induction programme liaising with central HR administration team to ensure consistency of new starter process.</p> <p>Undertake ad hoc project work as per requirements of the department and for personal development.</p>
Qualifications, training and technical knowledge	<p>CIPD Level 3 - 5 Qualified within relevant disciplines.</p> <p>Good working knowledge of employment law.</p> <p>Good working knowledge of MS Office suite of programmes.</p> <p>Proven experience of guiding Managers through employee relations issues and must be able to demonstrate stakeholder management experience.</p> <p>Previous experience of resource management.</p> <p>Previous experience of working within a training function.</p> <p>Previous experience of full absence management including occupational health</p>

	referrals.
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area, whilst understanding the wider business and delivering on the wider HR plan.</p> <p>Ability to work remotely from the HR team</p> <p>Good planning and time management skills</p> <p>Ability to contribute to meeting standards and specifications</p> <p>Ability to work well either alone or as part of a team</p> <p>Specialist knowledge in chosen field</p> <p>Good writing, analytical and problem-solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>