



## **Job Description and Person Specification**

**Post Title: Human Resources Advisor**

**Purpose** To advise the Board of Directors and all staff on HR Policy and procedures and train staff in HR practice.

To deliver an accurate, fully functioning HR database.

### **Job Description**

- To advise on current HR policies and procedures.
- To prepare new policies and review existing policies
- To undertake an Equality Impact Assessment of all Policies
- To audit and manage an HR database.
- To ensure all personnel records are up to date.
- To set up a Learning and Development Plan for DVVA staff.
- To ensure all staff training is logged.
- To uphold the organisation's Equal Opportunities Policy, to work within current legislative guidelines.
- To train staff in key areas of HR practice including equal opportunities.

### **Skills and Experience**

- Evidenced experience as an HR Advisor
- Management and development of HR database
- Evidenced experience in Policy Development
- Maintenance of standards of practice in relation to HR
- Experience in development of services in consultation with interested parties

The post holder will report to and be supervised by the Chief Executive.

## **OTHER DUTIES**

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

## **CONDITIONS OF SERVICE**

- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**SALARY:** Salary £25,470, ie £15,282 pro rata

**HOURS OF WORK:** 25 hours per week (0.6 FTE)

**ANNUAL LEAVE:** 25 days and 11 public holidays per annum pro rata

**TRAINING:** Staff may make application to pursue appropriate training

**JOB DESCRIPTIONS** are reviewed from time to time

**PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Member of the Chartered Institute of Personnel Development	Post Graduate Qualification in Relevant Field
<b>Relevant Knowledge and Experience</b>	<p>Significant experience as an HR Advisor</p> <p>Project Management experience</p> <p>Track record of designing and developing comprehensive policies, guidance and plans</p> <p>Good knowledge of the HR policy and legislative environment.</p> <p>Experience as a Trainer</p> <p>Significant experience in database management in the HR setting</p> <p>Experience in Change Management</p>	<p>Experience of work within the Voluntary Sector</p> <p>Experience of Staff Supervision</p>
<b>Skills</b>	<p>Excellent interpersonal skills</p> <p>Excellent communication skills, both oral and written</p> <p>Excellent organisational skills</p> <p>Good presentation skills</p>	
<b>Qualities and Attributes</b>	<p>Must be self motivated and able to motivate others</p> <p>Highly innovative and experienced in designing new service approaches</p> <p>Ability to work to deadlines</p>	