

BETHANY CHRISTIAN TRUST

JOB DESCRIPTION - HR Advisor

Ref:

1 JOB DETAILS

Job Title	HR Advisor		Line Manager		HR Manager	
Grade Level	Level 4	Spine Pt Range	23-27	FTE Salary Range	£25,216–£28,640	
Section/Unit	People Development and Relationships		Directorate		Business Support	
Location	65 Bonnington Road, Edinburgh, EH6 5JQ					
Hours	37.5 hours		FTE		1 FTE	
OR	Required to have a genuine and active Christian faith and commitment					

2 JOB PURPOSE

This is a key role within the HR function, supporting and assisting managers across the organisation in a range of people management and development themes.

The HR Advisor is an integral and core team member providing expert HR case management advice whilst working proactively to support the HR Manager. The HR Advisor will be required to work independently to maintain and prioritise their varied and busy workload.

3 MAIN RESPONSIBILITIES

	Description	Approx %
1	Delivering high quality HR advice and guidance to managers and employees on policy and process across the full spectrum of HR topics.	25
2	Generate focussed HR solutions in people management	25
3	To equip line managers with appropriate tools and knowledge to effectively manage their staff in line with organisational strategy.	25
4	To support the HR Manager with policy review.	15
5	Supporting other members of the HR Team, including the Database Administrator in their role and getting involved in administration tasks, as required.	10

4 PLANNING AND ORGANISING

- The post holder will:
 - provide HR Support and guidance to managers and staff
 - provide advice, and attend meetings, in relation to employee performance, conduct and absence management
 - take a lead in guiding managers through disciplinary and grievance process
 - take a lead in guiding managers through redundancy consultation and TUPE consultation processes
 - in conjunction with the HR Manager, organise and run induction days

- assisting the HR Manager with the production and implementation of HR policies and procedures
 - assist with HR Administration as required during busy periods.
- The post holder will oversee the arrangement of 'Bethany Blether' events.
- The post holder is required to plan for the smooth running and flow of routine activities, including disseminating information and anticipating support required by others.

5 PROBLEM SOLVING

- The post holder will be required to take the initiative in their role
- The post holder will have the confidence and ability to prioritise a busy workload with competing demands.
- The post holder will keep their knowledge of employment law up to date on an ongoing basis.
- The post holder will be expected to meet and communicate with managers at all levels across the organisation to provide sound HR Advice ensuring adherence to organisational policies and procedures and current legislation.
- The post holder will be required to have excellent time management skills.

6 DECISION MAKING

- The post holder will determine the priority of their own work, ensuring the work is completed within the deadlines agreed with the HR Manager. They must decide how to handle any conflicts in priorities.
- The post holder will deputise for the HR Manager, where required.
- The post holder will help identify and analyse trends in people behaviour and management ensuring our values are integral to enabling high performance, inspirational leadership and a supportive team-working culture. They will also assist in planning organisational development initiatives around our values to ensure the organisation is able to meet the agreed aims and objectives.
- The post holder will provide HR support for the organisation, integrating the organisational values into their work and demonstrating behaviours, which reflect these values.

7 KEY RELATIONSHIPS & CONTACTS

The post holder's key contacts will include:

- HR Manager
- HR Database Administrator
- HR Trainee
- Director of Business Support
- Unit Managers
- Staff across the organisation

8 PERSON SPECIFICATION

Essential experience and skills required for this role:

- CIPD qualified (or working towards)
- Have a passion for HR
- Excellent communication skills: verbal and written with the ability to build professional relationships
- Sound administration skills including HR database and systems experience
- Strong time management and prioritisation skills

- Excellent team work skills
- Experience in providing HR advice across all levels in an organisation
- Good knowledge of current employment legislation and best practice
Ability to work on own initiative
- Required to have a genuine and active Christian faith and commitment

9 QUALITIES AND ATTITUDES

- Customer focused with tenacity and drive
- Flexibility and openness to change
- Credible and professional team worker
- **Culture** - Our standard is LOVE
- We SERVE others before ourselves
- We VALUE each person
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- **Ethos – We demonstrate:**
- Compassion
- Humility
- Authenticity
- Respect
- Affirmation
- Courage
- Truthfulness
- Excellence
- Relationships
- The post holder will be expected to promote a common understanding of what the organisation's values mean, and critical to success, consistently model the values in all activities and relationships.

10 DIMENSIONS

- The post holder reports to the People Development and Relationships Manager
- The organisation:
 - Staff numbers approx 200
 - Volunteers approx 2,500
 - Approximately 34 sections across Scotland
- The post holder will be required to travel to and from various sites.

11 JOB CONTEXT

The HR function delivers services on behalf of the organisation as a practical expression of Christian love in action. The HR Advisor is required to have a genuine Christian faith and a live church connection as an Occupational Requirement.

12 JOB DESCRIPTION CREATION AND REVISION

Created	11 May 2017
Reviewed	20 March 2018
Reviewed	09 December 2021