



Human Resources



United in Purpose

Global Job Title HR Advisor**Discipline** Human Resources**Sub Discipline** HR Generalist**Role Purpose**

Provide advice on HR policies and procedures including interpretation of these in line with evolving HR best practice such that employees and line management are fully aware and appraised of their legal obligation and the approach of the business to HR matters.

Key Responsibilities and Accountabilities

1. Provide advice, guidance and interpretation of HR policy and practice to line management including recommending courses of action to resolve problems and issues such they are aware of Group approach and their obligations within the process or situation.
2. Maintain controls for existing processes, identify and recommend to HR management additional controls needed to meet requirements of compliance with HR or Group approach and policy.
3. Provide coaching and mentoring of more junior staff and to maximise the technical ability and skill of staff.
4. Ensure delivery of HR processes, (recruitment, training, reward, employee relations, etc.), including working with line management to develop or customise the process to meet specific business issues and requirements.
5. Maintain and develop relationships with stakeholders to understand their requirements and those of the business to recommend and deliver appropriate solutions.
6. Research business and external approach and constraints, analyse situations and HR issues and develop solutions and policy improvements to resolve specific problems and issues.

About this Role

At this level, works with line management to define a need, makes recommendations for outcomes and solutions, and provides advice and guidance for more complex areas of business, policy, or issues. Provides case management.

Understands the internal and external environment, legislative landscape, business context and HR standards and able to contextualise HR issues for an area of the business or HR process. Will own day to day implementation of business projects within an area of the business. At this level requires an element of judgement about outcomes, standards, approaches and courses of action.

The role would give advice and guidance to line and operational management including working with others to develop and implement improvements to financial performance of the business.

This is typically a first level appointment following professional qualification, at this level is fully self-sufficient in all technical aspects of HR, e.g. legislation, business approach, etc. Is interpreting and applying company policy, procedures, precedents and standards.