Your role is to provide specialist timely management of all employee relations cases and people related matters.

**What are my key responsibilities?**

Provide professional, pragmatic and timely advice to managers and colleagues regarding employment relations issues and other people related activities.

Coach and guide managers on a range of employment relations cases to satisfactory conclusion, ensuring compliance with relevant employment legislation, policies, procedures and timescales.

Advise and support managers to effectively and confidently manage sickness absence in line with policy and operational KPIs.

Analyse sickness and other casework data to determine trends and proactively recommend and undertake improvement activities.

Coach and empower line managers to deliver a sustained improvement in the management of employment relations issues with a focus on informal and early resolution.

Ensure consistency in the approach and response to employment relations issues across the organisation.

Work closely with HR Business Partners and the wider People Services team to support organisational initiatives and provide feedback on relevant developments.

Undertake any other activity which supports the delivery of our people strategies.

Scope, organise and deliver training/workshops to managers.

**Relationships**

As an HR Advisor you are required to support and engage with different parts of the organisation, working across teams and at various levels. You will also support with activities and colleagues across the People team.

* You will report to the People Operations Manager.
* You will develop and maintain effective working relationships across all levels of the organisation.
* As a unionised organisation, developing and maintaining effective relationships with Trade Unions is integral to the role.

**Role Requirements:**

There are certain qualifications and experience that we are looking for to operate effectively as an HR Advisor, specifically:

* CIPD Level 5 or qualified by significant relevant experience.
* Extensive experience of coaching and guiding managers to manage complex employee relations cases (including disciplinaries, grievances, appeals, capability and sickness) to successful completion, up to and including dismissals.
* Confidence to challenge existing ways of working and empower managers to take responsibility for managing ER issues proactively and to completion.
* The ability to prioritise and manage your time effectively to support a high volume of varied ER cases with limited supervision.
* Experience of producing detailed, accurate and a professional standard of documentation in support of case management and other processes.
* Up-to-date knowledge and understanding of employment legislation and case law and the ability to apply it to cases.
* Excellent communication skills, with the ability to negotiate, persuade and influence at all levels.
* Experience of analysing and interrogating data and producing reports.
* Experience in using a range of HR systems and MS Office; experience of Power BI would be advantageous.
* A proactive approach and the ability to work independently with confidence.
* Experience in delivery of training sessions to managers

You will have a confident and positive approach with the ability to remain calm under pressure and deal with difficult situations in an effective, professional and respectful manner. You will also be self-motivated and accountable with the ability to work across teams.

You will be able to use your own initiative and manage a busy and varied workload, whilst taking responsibility for own personal and professional development.

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develop and retains talent. We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in our 2030 plan identify the behaviours that we expect all colleagues to display at whg.

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| A blue circle with white hands in it  Description automatically generated | TrustworthyYou can rely on us. We are honest in everything we do. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | RespectfulValuing people and treating everyone with empathy and fairness. |
| A hand holding a shield  Description automatically generated | AccountableTaking responsibility for our actions and owning the delivery of our promises. |
| A pink circle with two people holding a heart  Description automatically generated | CollaborativeAchieving great things by working together. |
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| A star on a blue circle  Description automatically generated | ExcellentStriving to be the best and delivering the best outcomes for customers and the organisation. |
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