

The background of the page is a complex, abstract geometric pattern composed of various shades of dark grey and black, creating a sense of depth and movement through overlapping planes and lines.

**Job Information Pack**  
**HR Business Advisor**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:** HR Business Advisor

**Reports to:** HR Operations Manager

### **Background**

The HR Business Advisor is a new role which will report to the HR Operations Manager and will support with all HR processes and the day-to-day functioning of the HR department. This role will work to support both the business goals and objectives, as well as the employees, ensuring a positive organisational culture and supporting retention.

### **Purpose**

The HR Business Advisor will support the business and the employees throughout the employee lifecycle. The HR Business Advisor will consult with line management and provide daily HR guidance to support best practice. They will also support managers to resolve employee relations issues and address grievances, work with managers to identify training needs and source accordingly and maintain accurate records for employee training and personnel files. They will also provide comprehensive HR administration for the organisation.

## **Main Responsibilities**

- **Employee Relations:** Manage a small caseload of employee relations cases ranging from complaints, grievances, disciplinaries and investigations as well as support managers with guidance on all employee relation matters.
- **Recruitment:** Work with management to create job advertisements, support with moving applicants through the ATS system, training hiring managers on the system, and be a key point of contact for all recruitment enquiries.
- **Onboarding:** Create offer paperwork and ensure all new employees are provided with the correct starter paperwork to support their onboarding. Ensure all new employees have had the correct employment checks prior to starting and that they are set up on all systems necessary.
- **Induction:** Inform all relevant trainers and inductors of new starters, ensure each new employee is provided with an informed and consistent induction programme, as well as training all new starters on key HR information.
- **Training:** Record and monitor relevant training achievements for employees as well as inform employees when to complete relevant training for their role.
- **Talent:** Attend external events where necessary to attract talent and spread awareness of our work, aims, mission and values.
- Ensure HR compliance ensuring legislation is adhered to in practice.
- HR administration for the operations of the business, ensuring all employee records are accurate and up-to-date.
- Work across the organisation with the HR Operations Manager and Head of Colleague Experience to build a learning culture and positive working environment.

## **General**

- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.
- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.
- Ensure all activities reflect the values of YMCA Dulverton Group.

## **Person Specification**

### **Qualifications and Experience**

- Qualified to CIPD Level 3.
- Evidence of continued professional development.
- Experience in generalist HR is desirable, with exposure to all the main HR processes – recruitment, employee relations, learning and development.
- Experience working in the charity/third sector desirable, but not essential.

### **Knowledge, Skills, Abilities**

- Good basic knowledge of employment law and relevant case law.
- Ability to work in a fast-paced environment with the ability to cope with change.
- Ability to manage priorities and own workload.
- Active listening skills.
- Excellent written and verbal communication skills.
- Knowledge of Microsoft Word and Excel.

### **Personal Qualities**

- Commitment to YMCA Dulverton Group's Values.
- Ability to maintain professionalism in all circumstances.
- Ability to adapt to a quickly changing environment, prioritising own workload depending on the needs of the organisation.
- Ability to listen and empathise with others.

### **Other requirements**

- May be required to attend occasional evening meetings.
- Have a driving licence and access to a car.

## **Main Terms of Employment**

- Salary:** £25,419.65 per annum.
- Location:** You will be required to work across all YMCA Dulverton Groups sites.
- Hours:** 37.5 hours per week.
- Flexible working:** We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.
- Holidays:** 5.6 weeks per year, plus bank holidays.
- Pension:** On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.
- Benefits:** Health and wellbeing of our staff is important to us. We offer regular training opportunities and a comprehensive benefits package. Including gym membership at a choice of locations, 10 days of free school holiday childcare, discounted childcare for 0-5's and a 1-night hotel stay at our locations.