TAMAR BRIDGE & TORPOINT FERRY

JOB DESCRIPTION

JOB TITLE: HR Adviser

GRADE: H

LOCATION: Tamar Bridge and Torpoint Ferry

RESPONSIBLE TO: HR Manager

Main purpose of job: To provide a comprehensive HR service across the organisation inclusive of specialist HR advice, developing relationships with management to contribute and influence the decision-making process on all people related issues.

Work with the HR Manager to develop, promote and implement the HR strategy.

**Main responsibilities**

1. To provide support advice and guidance on all employee relations matters including discipline, grievance, performance, absence, redundancy, and TUPE.
2. Build effective working relationships with staff and managers at all levels, providing advice and guidance on a range of HR policies and issues to ensure effective

 communication of good HR practice.

1. To support managers on all aspects of recruitment procedures including drafting job evaluation documents, job descriptions, person specifications and advertisements and attending interviews as required.
2. Administration of the employee HR system, including employment details and entitlements, legal employment documentation and organisational structure.
3. To contribute to the development and implementation of HR policies and procedures.
4. To support the HR Manager on specific HR projects.
5. To monitor and take appropriate action to ensure that probationary reviews are completed for all staff.
6. To support the HR Manager with the delivery of the HR Key performance indicators in the TBTF Business and Strategic Plans.
7. To maintain and develop relationships with a range of external agencies and stakeholders including Plymouth City Council, Cornwall Council, Union representatives, ACAS, Occupational Health provider and recruitment agencies.
8. To coach and advise managers to ensure that HR policy and good practice is embedded in the organisation.
9. To support the HR Manager on implementing changes required as a result of employment law and the interpretation of codes of practice, assist in interpreting and consistent application of the conditions of service.
10. To assist with maintaining accurate HR data and provide accurate and timely reports as and when required.
11. To design and deliver workshops for managers and staff on HR subjects as required.
12. To deputise in the absence of the HR Manager on all operational aspects of the HR service.
13. To take accurate notes of meetings, write formal letters and reports including other general correspondence.
14. Undertake other duties deemed appropriate to the grade of the post.