

# Role Profile

because  
you matter

**St Nicholas  
Hospice Care**

A Registered Charity No. 287773

**St Nicholas Hospice Care** is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

<b>Job role</b>	People Adviser
<b>Reports to</b>	HR Operations Manager
<b>Location</b>	Hybrid Working (on site/home)
<b>Job Purpose</b>	Provide high quality advice and guidance across the full range of people activity, ensuring a legally compliant and best practice approach.

## What the job involves

### Resourcing

- Advise managers on recruitment and selection policy and process.
- Coordinate the recruitment process from advertising through to on-boarding.
- Utilise modern recruitment strategies and approaches.

### Pay and Benefits

- Advise managers on pay policy.
- Advise on job evaluation process and prepare for job evaluation panels.
- Support the implementation of the annual pay review process.
- Support employees with HR related pension queries.
- Monitor workplace trends in relation to workplace benefits.

### Employee Relations

- Provide comprehensive and practical advice and support to managers and employees in line with organisational policies, procedures, and legal requirements.
- Support the management of disciplinary, grievance and capability cases and act as note taker throughout internal processes.
- Manage casework relating to sickness absence, providing advice and support to managers, monitoring absence, attending case review and capability meetings, liaising with Occupational Health and medical professionals.
- Champion best practice in performance development processes.

## Employee Engagement

- In conjunction with the marketing team, ensure that HR material, such as the website, is consistent, up to date and in line with the organisation's policies and values.
- Support the HR Operations Manager in the analysis of key people data.
- Conduct 'stay' and 'exit' interviews with new starters and leavers, providing feedback and insight to the Directorate.

## Employee Health and Wellbeing

- Support the HR Operations Manager in the delivery of the wellbeing strategy.
- Plan and deliver hospice wide employee health and well-being initiatives.
- Chair Employee Wellbeing Champions meeting.
- Conduct risk assessments relating to specific situations e.g. pregnancy, young persons, work station, stress management etc.

## HR Systems

- Support the People Administrator in the maintenance of the HR Information System (Compass).
- Contribute to the continuous improvement of HR systems and practices.
- Provide cover for the People Administrator in the implementation of payroll.
- Oversee compliance levels in relation to core HR documentation i.e. DBS, driving documentation and qualifications.

# What we want from you

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- CIPD accreditation (level 5 or working towards)
- Strong HR advisory and coaching abilities
- Experience of managing ER casework
- Sound knowledge of employment law and its practical application
- Experience of managing recruitment processes across a breadth of disciplines
- Experience of producing and presenting quality reports and a range of correspondence to a high standard.
- The emotional intelligence and communication skills to work with a wide spectrum of people to achieve the best outcome.
- Innovative and flexible approach

**September 2022**