

Job Description

Job title	Regional HR Advisor	Job family	People Team/ Regions
Reporting to	HR Business Partner	Job code	
Location	Remote	Evaluation Date	April 2024

Job Purpose

Reporting to the regions HR Business Partner, the Regional HR Advisor will provide guidance, support and coaching to managers in the region with regards HR policy and procedure. Liaises and builds robust relationships with operational and HR colleagues to create consistency and best practice and supports engagement in the region. The role will be to support a very high volume caseload.

Overall, the purpose of the role will be to improve Line management capability across the various HR specialisms (i.e ED&I, wellbeing, performance and culture) and to ensure that Priority is a work place where colleagues feel that they belong and are appreciated.

Responsibilities

- Establish close relationships with managers, HR colleagues and Your Say Forum reps within the region.
- Be the first point of contact for Employee Relations (ER) queries for managers in the region; provide advice in a coaching manner to ensure managers are empowered to make future decisions based on knowledge gained.
- Support sites on complex cases including attending hearings, investigation meetings, appeals as appropriate and liaise with HR Business Partner on complex issues to ensure consistency.
- Manage all processes in a timely manner and within policy guidelines
- Lead on absence management, including recording and reporting processes to minimise impact on service delivery
- To provide insight into recruitment and retention challenges at sites, providing support to the resourcing process as required and directed by the HR Business Partner.
- Carries out workshops and training for managers on relevant policies and procedures in conjunction with People Development and other relevant parties
- Support the HRBP in effectively driving the Employee Engagement Survey (EES) including action planning design and follow up.
- Co-ordinate with HRBP to review trends in the region from the EES and propose to the HR Business Partner and Managing Directors any regional wide activities as a result.
- Work closely with the PHC Central Payroll team to support any payroll related issues between site and the team as appropriate, including input into the annual pay review process.
- Conducts HR audits to ensure records and files are kept up to date and are accurate.
- Be an active member of the regional and divisional HR team.
- Contribute to the development of policies and documents and ensure that they are embedded into the sites
- To take the lead on implementing all group and divisional projects into the site with appropriate support.
- Seeks to continually improve processes and challenge the status quo.
- Any other duties as directed by the HR Business Partner.

Knowledge / Education / Skills

- CIPD qualified or equivalent experience
- Understanding of UK employment law and HR best practice
- Extremely resilient
- Strong customer focused attitude
- Highly Organised & Ability to prioritise
- Ability to maintain professional boundaries
- Ability to handle ambiguity

- Strong communication skills (both written and verbal)
- Influencing and relationship building
- Forward thinking, proactive and creative
- The ability to deal with multiple issues simultaneously in a highly dynamic environment.

Experience

- It is desirable to have previous experience of working in social care or healthcare or support environment.
- Experience as an Advisor supporting multi-sites, regional experience is a must.
- Experience of high volume caseload management

Communication

The role holder will regularly be talking to colleagues and therefore communicating with empathy and compassion about potentially emotive subjects will be important. Experience of flexing style dependant on level liaising within the organisation is essential. Strong written & verbal communication skills are essential.

Responsibility

- Leadership**
No direct line management but will support and coach site based HR colleagues.
- Budgets & Equipment**
Collective responsibility for the care and security of equipment and adhering to the cost and budget guidelines
- Information**
Shared responsibility for the confidentiality, security and accuracy of colleague records, data and information. Ensuring good quality documentation, which meets guidelines and statutory requirements.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

The individual will be working remotely either from home or a Priory office/site. There may be a requirement to travel to a site across the UK and particularly across the Regions but this is not expected to be frequent. Role is considered predominately home-based

Upholding the Company Behaviours

This provides some guidance on the types of conduct to support the Company Behaviours

Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member

Being Supportive	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector