



THE SALVATION ARMY (UKT)

JOB DESCRIPTION

Job Title:	Human Resources Adviser (Employees)
Job Summary:	To work within the Human Resource Unit to ensure the professional delivery of the employee human resource function in The Salvation Army United Kingdom Territory. To work within the unit to ensure that employee personnel provision is strategically and operationally compliant with legislation, and supporting the mission of The Salvation Army.
Responsible to:	Deputy Human Resources Director
Accountable to:	Director of Human Resources
Responsible for:	HR Projects and specific case load as determined by HR Director/Deputy HR Director.

1. **Key Responsibilities:**

1. Play a role in developing HR Strategy and in the formulation of strategies, policies and procedures to meet the strategic and operational objectives and the Christian mission of The Salvation Army whilst ensuring that they are compliant with legislation.
2. Keep abreast of all changes in relevant legislation and other developments affecting the HR service, linking this in to team meetings and the HR strategy to ensure compliance and best practice is maintained.
3. Line manage a case load, supporting a portfolio of Divisions and managers offering support, professional and competent advice and minimise all human resources risks, identifying problem areas and recommending appropriate actions.
4. Assist in managing the impact and implementation of all organisational changes affecting employees, ensuring this is undertaken in line with best practice, procedures and legislation.

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5. Assist in the management of developing, preparing, implementing and monitoring of all policies and procedures, ensuring that these are compliant with legislation and follow best business practice.
6. Ensure the provision of an efficient recruitment service, including participation in selection and interviewing to the organisation.
7. Provide regular professional supervision and appraisal for appointed staff where applicable. In so doing providing a model to encourage the use of professional performance management tools throughout the organisation.
8. Play a part in developing effective human resource plans and information systems including working with managers on workforce profiling and skill mix analysis to ensure the most effective balance of professional and other skills for the achievement of both current and future business plans.
9. Play a role in operating the organisations use of CRB checks, ensuring that this is in line with legislation and CRB guidelines.
10. Play a role in developing and delivering training sessions on all areas of employment legislation, procedure and best practice.
11. Assist with the development of an effective communications network with employees through the Information and Consultation Agreement acting as a focus for employees as required for personal advice, career guidance, counselling etc.
12. Ensure that as an organisation all disciplinary, grievance procedures are managed appropriately and legally. To ensure that managers and all other relevant personnel receive professional support, guidance and assistance in disciplinary and grievance issues.
13. Assist with the management, advice and chair, as required, disciplinary, grievance and appeal hearings as necessary.
14. Assist with the professional management on behalf of The Salvation Army, of all Employment Tribunal as directed, ensuring that in these circumstances such issues are handled with proper advice and support from Legal department
15. Visit other Salvation Army sites throughout the United Kingdom Territory providing support and advice as necessary.
16. To attend and participate in conferences and working parties as and when necessary.
17. Attend and participate in the weekly Advisors Catch-up meeting and bi-weekly team meeting within the Human Resources Unit.
18. Deal with correspondence relating to employees and staff issues.
19. To undertake training as deemed necessary and to participate in regular personal supervision with the Deputy HR Director.

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20. Undertake any other duties as required for the effective running of the unit and the organisation.

PERSON SPECIFICATION – HR ADVISER

	Essential	Desirable
Experience and job related knowledge	<ul style="list-style-type: none"> • Significant experience in advising and coaching line managers on HR issues • Sound, up to date knowledge of employment legislation and codes of practice • Experience of recruitment selection and interviewing within an Equal Opportunities framework • Knowledge and experience of Discipline, Grievance and Harassment investigations and procedures. • HR Advisory experience within a complex organisation undergoing change management • Experience of presenting information to managers and staff on key personnel issues • Proven experience of working to tight deadlines and working under pressure • Good working knowledge of Microsoft Office • Experience of undertaking complex case work • Successful track record in managing projects through to completion • Project Management skill • 	<ul style="list-style-type: none"> • Experience of working in the not for profit sector • Experience of working in Social / Community areas of work • Understanding of current trends and Government initiatives within Social work • Experience of dealing with Employment Tribunal cases • Experience of developing training programmes • Knowledge of HR Software preferably Midland HR Trent
Qualifications	<ul style="list-style-type: none"> • Graduate member of the Chartered Institute of Personnel and Development 	<ul style="list-style-type: none"> • Degree in a relevant subject i.e. Business Studies. • Full membership to the Chartered Institute of Personnel and Development
Disposition	<ul style="list-style-type: none"> • Ability to supervise and motivate staff • Ability to identify personnel priorities within the organisation • Effective communication skills, both written and verbal e.g. Report writing, briefing and presentation skills • Ability to provide proactive human resource advise and support to all employees, potential employees and managers • Ability to facilitate discussion and arbitrate between parties. • Experienced in working as a team member and on own initiative • Experience of operating within the framework of Corporate Policies and procedures. • Good investigative skills 	
Circumstances	<ul style="list-style-type: none"> • Able to work within The Salvation Army's Christian ethos. • Able to offer flexibility with working hours • Able to travel to centres throughout the United Kingdom with occasional overnight stays, as 	

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