

Human Resources Advisor

Are you a HR Advisor looking for your next challenge? Are you aspiring to develop your HR Business Partner skills?

As an innovative and influential company at the forefront of change in the Healthcare World we have a rare opportunity for a Human Resources Advisor to join our team.

Our Human Resources function is evolving from its current on-demand advisory service, to an integrated way of working based on elements of the business partner model.

The Role: 'Human Resources Talent Advisor'

Our key test of the HR function working well is when our business leaders and people managers think we are members of their teams.

Our Partners and People Managers can only achieve their strategic and operational goals and KPI's by attracting and retaining the most talented people in our business. The HR team doesn't just offer advice.....we share this responsibility directly.

This responsibility is reflected in the title of a HR 'Talent' Advisor, everything we do must contribute towards an outcome; **creating a sustainable 'talented' workforce.**

- **Provide advice in line with policies and current legislation** to managers and colleagues. We also provide HR advisory support to external clients including a GP Alliance company (Nimbuscare Limited) of which Priory Medical Group is a member.
- **Employee Relations:** Ownership of employee relations issues (conduct, capability, ill-health capability, absence management and unilateral contractual variations) through to safe, robust and compassionate conclusion.
- **Recruitment & Selection:** Support our people managers with job design, and the recruitment & selection process
- **Absence Management:** Support our line managers with the absence management process, absence monitoring and triggers for long term and persistent absence
- **Outlook Publications:** The HR team publish periodic business intelligence / research reports. Benchmarking 'how we do things around here' against best practice you will make business centred (no HR Jargon) recommendations covering a variety of topics such as Absence Management, Employee Engagement, Talent / Performance Management and Rewards. You will be asked which gets your juices flowing before taking ownership
- **Employment Law / Leadership;** The HR team will publish via a managers online forum and using bitesize training sessions to keep our managers updated and 'energised' in all matters legal and techniques that can help get the most from our people. You will own one area that gets your juices going

- **In-House Training:** Jointly design, deliver and review our internal training sessions in HR disciplinary and grievance handling, recruitment & selection, performance management, handling difficult conversations, employee engagement etc
- **Employee Survey Scores:** Contribute to our ongoing Employee Survey, Focus Group, Growing Ideas and actions process to drive up our engagement scores each year
- **Project Work:** Support the HR Manager with any project work as required, ensuring your personal goals and team objectives are met
- **HR Administrator:** To provide mentorship to our HR Administrator

You will be a fully involved and important part of our transition towards an integrated way of HR working;

- **Transition towards a 'HR Partnering' approach;** Engage with our people managers and leaders through the process. Be a living and breathing part of people managers working days and teams by attending team meetings, and at times working from their place of work. Perform 'Health Check' audits of our teams making recommendations that focus on ingredients of talent management.
- **Administrative;** You will support our HR Administrator in moving to a 'self-help' way of working for HR administrative activities i.e. Staff and managers inputting their own training records, monitoring training completion, absence information, appraisal monitoring, new starter process etc.

What we look for in your application:

- Proven background as a HR Advisor (or a HR coordinator with ER responsibilities)
- Proven ability to quickly build rapport with people managers and key stakeholders.
- Proven ability to act and advise at all times with business credibility in the eyes of business leaders and people managers
- Proven ability to provide jargon-free advice surrounding complex employee relations issues
- Proven attention to detail with a pride in the quality of your work
- Proven background of providing HR support as a living breathing member of operational teams **desirable**
- CIPD Level 5 / 7 **desirable** or working towards **essential**
- Full Driving License and use of own vehicle as you will be visiting our people managers at any of our 9 sites across York or external client's premises. Mileage paid at AA rates.
- Work hard – have fun – have a sense of humor - and you love this kind of work!

Have we whetted your appetite?

Job title:	HR (Talent) Advisor
Working Hours:	37.5 Hours, Mon – Fri
Salary	£24,000 to £28,000 dependent on strength of candidate + Company Pension + Flexible ways of working from home on project work
Location:	Priory Medical Centre, Cornlands Road, Acomb

Please apply for this vacancy [click here](#) or by visiting www.jobs.nhs.uk and searching Priory Medical Group, York.