

Job Title	- People Advisor
Location	- Support Centre (Tentercroft Steet, Lincoln).
Hours	- 37.5 hours per week
Salary	- c. £28k - £34k per annum
Responsible to	- People Business Partner
Scope and Purpose	- The People Advisor will support the People Business Partner in the delivery of an efficient and effective HR support and advisory service to business areas across the Society. - Providing first line contact on all people related issues consistent with internal processes and legal requirements.
Package and Benefits	- Discretionary colleague bonus twice yearly - Pension contribution of up to 12% of salary - Colleague discount across our family of businesses
Duties and Responsibilities	- Provide high quality, first line generalist HR advice and guidance to managers and colleagues in relation to probation, absence management, discipline, grievance, flexible working requests, family leave, performance etc. - Support and coach line managers to ensure the application of HR policies and procedures is consistent and in accordance with employment legislation. - Manage sickness absence cases, both frequent and long-term, in collaboration with managers, assisting colleagues back to work. Make occupational health referrals as appropriate. - Provide support and guidance to colleagues on available wellbeing resources and make counselling referrals as appropriate. - Lead the resolution of ER cases and addressing workplace grievances, escalating to the People Business Partner when appropriate. - Provide HR support to investigating officers. - Arrange and conduct disciplinary meetings, escalating to the People Business Partner when necessary. - Manage flexible working requests, providing support and guidance to line managers, producing written outcome letters.

Duties and Responsibilities (continued)

- Process any subject access requests received to the team, ensuring compliance with GDPR.
- Support the People Business Partners on organisational change including restructures, redundancy and TUPE within business areas as required.

Relationships

- Reporting to the People Business Partner.
- Liaison with all members of People team, including, Learning & Development and Security.
- Managers and colleagues across the Society.
- External bodies such as USDAW, Co-operatives UK, Occupational Health.

Qualifications and Experience

- Experience working in a similar role.
- Up-to-date knowledge of employment law and HR best practice.
- CIPD qualified or working towards CIPD accreditation.
- Experience from large multi-site organisation.
- The ability to coach and guide managers and colleagues on a variety of HR matters.
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team.
- Excellent interpersonal skills and the ability to work with colleagues at all levels.
- The ability to work with discretion at all times, with a sound knowledge of GDPR.
- Good time management with the ability to work under pressure and prioritise as necessary.
- Hold a full driving licence and access to a vehicle for business use.