



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Human Resources Adviser
Contract type	Fixed-term, 6 months
Grade/starting salary	Band 4/£30,886-£33,066 p/a
Reporting to	HR Business Partner
Direct reports	None

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

To work as part of the HR team, providing advice on HR policies, procedures and standards that will enable ActionAid UK to improve organizational effectiveness through good HR management and practice.

Key tasks and responsibilities

1. To work as part of the HR team, specifically to provide generalist HR support to the HR Business Partner and Head of HR;
2. To provide timely and relevant advice and support to managers and employees on all HR issues and problems, taking account of employment legislation and ActionAid UK's procedures;
3. To assist in the management of disciplinary, grievance, capability and other cases, ensuring they are resolved in a timely fashion;
4. To liaise with the appropriate line manager on a monthly basis with regard to the expiry of probation periods and fixed term contracts along with sickness and other case reviews.
5. To review and propose amendments to HR policy and procedure;

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6. To implement effective policies, procedures and practices for the recruitment and retention of staff with due regard to diversity and equal opportunities considerations;
7. To support managers in the discharge of their HR management accountabilities to the appropriate quality standards;
8. To undertake or contribute to HR projects as required.

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Chartered Member of the CIPD	
Minimum of two years experience as an HR Adviser/Officer	Experience of working in the public sector
Experience of providing advice and support to line managers, with specific experience of employee relations and implementing organisational change.	
Experience of supporting managers through the whole recruitment process.	Experience of improving the candidate experience during the recruitment process.
Current knowledge of the legislative and regulatory framework relating to HR issues.	
Experience of using HRIS for data management and reporting	Experience of Empower HRIS
Experience of formal job evaluation systems	
Skills and Abilities	
The ability to maintain and develop HR policies and procedures.	
Highly developed and effective communication skills, both verbal and written.	
The ability to negotiate effectively with staff and trades unions.	
Excellent IT skills, including the capacity to develop new IT based systems.	
The ability to develop and implement complex projects to meet deadlines.	
The ability to plan workloads and maintain progress on a range of issues.	
The ability to manage projects effectively.	