

## HR Advisor- FTC (Maternity Cover- up to 12 months)

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| Department  | Business and Support                                   |
| Reports to: | HR Consultant  |
| Hours:      | Full time (34hours)                                    |
| Grade:      | 2  |
| Location    | London Liverpool Street, Office based 3-4 days a week. |

### Job Purpose

As an HR advisor at the TSSA, you will play a vital role in providing comprehensive HR support and guidance to both employees and management across all aspects of HR.

You will be responsible for ensuring compliance with employment laws, promoting best practices, and contributing to the development and implementation of HR initiatives that align with TSSA's strategic objectives.

The HR function is important to TSSA's organisational success. People are our most important and valued asset and you'll be working to ensure we cultivate a change culture where our people can thrive within a safe workplace where everyone works to realise our established mission and objectives.

### Management Responsibilities

The role has no management responsibilities.

### Key Responsibilities & Accountabilities

#### Generalist HR Advice

- Provide expert advice and support to employees and managers on a wide range of HR issues including but not limited to, employee relations, performance management, absence management, policies and procedures and disciplinary matters.
- Contribute to HR projects and initiatives as required, working collaboratively with colleagues across the Union.
- Coach and support managers with any HR issues that may arise.
- Stay abreast of changes in employment legislation and HR best practices, providing updates and recommendations to ensure compliance and continuous improvement.
- Develop, review and update TSSA's HR policies and procedures ensuring that they are compliant with relevant legislation and reflect modern work practices.
- Deputise for HR Consultant when unavailable.

## **HR systems and people analytics**

- Compile HR data and analysis to inform reporting on the gender and ethnicity pay gap.
- Responsible for managing the HRIS system.
- Monitor, analyse and report key people metrics to the HR Consultant.
- Responsible for managing timesheets.
- Accountable for managing annual leave for staff including the leave tracking system and managing annual leave requests.
- Responsible for GDPR compliance guidance for all HR data.

## **Employee Relations**

- Responsible for overseeing sickness absence procedures, practice, record keeping and reporting.
- Minuting of grievance, disciplinary and other related meetings and associated activities as required.
- Supporting various capability investigations, including grievance and disciplinary.
- Responsible for overseeing the committee management for the JNC, JEC and JSC.
- Advise on staff benefits provisions and resolve any queries or issues.

## **Sickness and Absence Management**

- Work proactively with line managers to monitor and identify employees who are accumulating sustained amounts of sickness absence & alert and advise the line manager as to management needed, with the aim of reducing in line with TSSA's sickness and absence policies on short term and long-term sickness absence management.
- Monitor the payment of sick pay and ensure that changes are made at the right milestones, notifying payroll. Ensure sick certification is provided and sickness captured on HRIS accurately. Ensure return-to-work interviews take place when needed and phased returns put in place, when required, in liaison with the line manager and returning employee.
- Attend any meetings where required and ensure any administration required is completed and on file.
- To maintain a relationship with the OH provider, including advising and assisting managers on occupational health referrals and on the resulting reports, ensuring any reasonable adjustments are put in place and reviewed on a regular basis.

## **Recruitment**

- Support the recruitment and selection process by developing and assisting with job descriptions, advertising vacancies, conducting interviews, and facilitating onboarding processes.
- Support and facilitate all offboarding activities in a professional manner to facilitate a successful candidate experience and quality exit management outcomes.
- Oversee the processing of relevant background checks including Disclosure and Barring Service, References and others as appropriate and liaising with management if a disclosure is made.
- Support and deliver all aspects of the recruitment journey under the direction of the HR Consultant.

## **Probation**

- To ensure the monitoring of employees during their probation, providing line managers with timely prompts and administration and then ensuring the completion of the process by the six-month deadline, or extension if needed.
- To provide support on the administration and process required by line managers, giving advice and guidance when needed, such as when an extension period is needed.

### **Leavers**

- To ensure full completion of the offboarding process with the line manager, ensuring necessary administration, notification and return of TSSA property is returned
- To ensure completion of an exit interview and escalate any issues whilst also maintaining confidentiality and with sensitivity.

### **Pay and Reward**

- Responsible for producing accurate and timely pay information, liaising with the finance manager and outsourced pay provider.
- Responsible for advising staff on TSSA's benefit provisions and managing all processes relating to staff benefits.

### **Learning and Development**

- Responsible for tracking and providing training metrics for all staff.
- Responsible for producing yearly training reports for the organisation generally and personnel individually.
- Assist the HR Consultant in providing and sourcing training and coaching to appropriate managers in aspects of good management and HR practices.
- Work with the Hr Consultant to develop, implement, maintain and oversee training plans for TSSA.
- Support the delivery of training and development initiatives to enhance the skills and capabilities of employees and managers.
- Work with the HR Consultant to develop, maintain and oversee staff induction for new starters.

### **Strategy and organisational culture**

- Contribute to HR strategy and policies to ensure TSSA compliance with employment law.
- Contribute to the diversity, equality, and inclusion strategy, values and practices within the Union.
- Work closely with the HR Consultant on HR strategy, policies and procedures, organisational structure, training and health and safety.

### **Key Internal Relationships:**

All staff  
 Senior Management Team  
 Union Representatives  
 HR Consultant  
 Finance Team  
 Communication and Media Team

### **Key External Relationships:**

Counterparts in other unions  
 Solicitors  
 Outsourced Payroll Provider  
 Third party consultants  
 Training Providers  
 Pensions Secretary  
 Executive Committee nominated members.

## **PERSON SPECIFICATION**

Apr2024CG

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| <b>JOB TITLE:</b>  | HR Advisor | <b>POST NO:</b>   |  |
| <b>ESSENTIAL</b>   |            | <b>DESIRABLE</b>  |  |
| <b>Qualifications</b>  |            |   |  |
| <ul style="list-style-type: none"> <li>● CIPD level 5 qualification in HR Management, or equivalent knowledge gained through experience.</li> </ul>  |            |   |  |
| <b>Skills</b>  |            |   |  |
| <ul style="list-style-type: none"> <li>● Excellent communication skills both written and verbal, including building and maintaining relationships with a wide range of stakeholders at all levels.</li> <li>● Competent and confident IT user, including Microsoft Word, Excel, Outlook, PowerPoint, HR and Payroll databases.</li> <li>● Ability to extract and analyse data to produce reports and recommendations.</li> <li>● Keen eye for details with excellent accuracy and precision.</li> <li>● Able to interpret policy and procedure to provide clear and consistent advice on a full range of HR matters.</li> <li>● Able to undertake research and develop policies, procedures, initiatives, projects and events.</li> <li>● A creative and analytical thinking style; able to solve problems quickly.</li> <li>● Effective influencing and negotiating skills.</li> <li>● Ability to prioritise and manage own workload and meet deadlines.</li> <li>● Able to work appropriately with confidential and sensitive information.</li> <li>● A 'can do' and outcome focused attitude and approach.</li> </ul> |            |   |  |
| <b>Knowledge and Experience</b>  |            |   |  |
| <ul style="list-style-type: none"> <li>● Proven experience working as an HR Advisor or in a similar HR generalist role.</li> </ul>   |            | <ul style="list-style-type: none"> <li>● Knowledge of the transport and travel industries.</li> </ul> |  |

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| <ul style="list-style-type: none"> <li>● Comprehensive understanding of UK employment law and HR best practices.</li> <li>● Demonstrable experience in providing expert advice and guidance on a wide range of HR issues.</li> <li>● Experience of managing employee relations and casework, including handling sometimes difficult and sensitive situations and formal processes such as disciplinary, grievance and reviews.</li> <li>● Experience in coaching and training managers to develop people manager skills.</li> <li>● Experience of working with stakeholders to implement and support effective recruitment campaigns.</li> <li>● Knowledge of GDPR and its application to HR data.</li> <li>● Knowledge of trade unions and collective bargaining.</li> </ul> |  |
| <b>Other Personal Attributes</b>  |  |
| <ul style="list-style-type: none"> <li>● Self-motivated and resilient.</li> <li>● Commitment to own self development.</li> <li>● Flexible approach to change including change management.</li> <li>● Ensure ethical practices are adhered to within the HR function.</li> <li>● To act as a role model for staff behaviour and organisational culture.</li> <li>● Insights focused – questioning, evaluating evidence and ideas.</li> <li>● Understanding and commitment to the Association’s Equal Opportunities and Diversity Policy.</li> <li>● Commitment/empathy to the trade union movement.</li> </ul>   |  |