

Job Title		Location	Oldham	Job Family	Grade
Reports to		Designation	Office	HR	D
Overall Purpose: To provide pro-active, professional and consistent HR advice and support on all aspects of HR to managers and employees including application of HR policy, performance management, disciplinarys, grievances and appeals and to support the ER and Change Manager and Senior HR Advisors with change activities.					
Responsibilities & Outcomes		Skills / Experience		General Role Expectations	
Key Responsibilities: - Provide consistent support and advice to managers in employee relations matters, including managing sickness absence, performance management, disciplinarys, grievances and appeals. - Develop and maintain strong relationships with key stakeholders, including managers, employees and the HR Management team, demonstrating professionalism and sound HR knowledge. - Develop solutions or recommendations to meet business needs, in line with leading HR practice and HR policies and procedures. - Seek legal advice and / or escalate concerns as required to ensure risks are understood and appropriate action is taken in a timely way to protect the business. - Help managers to develop their performance management skills by guiding and advising on the practical application of relevant policies and procedures. - Provide support to the Senior HR Advisor and Senior HR Managers on more complex cases as required. - Provide HR support on projects and change management initiatives as required. - Provide Senior HR Advisors with feedback on suggested policy amendments in line with leading practice and customer feedback and requirements. - Maintain effective records to enable the production of appropriate Management Information.		Essential: - Experience of delivering high quality HR advice and guidance to a range of stakeholders. - Good knowledge of Employment Law and experience of advising on its practical application. - Customer focused, with the ability to listen to and understand the viewpoints and needs of a range of stakeholders. - Good multi-tasking and organisational skills. - Good oral and written communications - Good knowledge of Microsoft Office, Word, Excel, Outlook - Demonstrates the Guinness Behaviours Desirable: - Knowledge of mergers and acquisitions (TUPE). - Experience of multi-site and multi-disciplinary environment. - Experience of working in the Housing sector. - Experience of change management.		These are the requirements for roles at Grade D. There may be certain headings against which the requirements of individual roles are higher or lower. Your manager will advise if this is the case. Accountability: - Accountable for meeting defined business objectives and goals. - Conducts work planning and prioritisation to optimise performance of resources. - Provides input to group/area plans and targets People Skills: - Allocates resources and responsibilities within the team to deliver business results. - Manages internal/external relationships for team/group. - Participates in and inputs into the fairness and consistency of the employment experience. Impact & Influence: - Makes decisions, some complex in nature, which have an impact on team activities. - Actions likely to impact internal and external parties within area or specialism. - Acts as an advisor to others on own area of expertise or specialism. Thinking Challenge: - Inputs into business focused solutions. - Deals with complex issues/problems affecting own area with minimal referral to manager. - Applies analytical skills in assessing complex concepts/principles and helping determining solutions. - Defines standards and reusable approaches within own area and beyond. Customer Service: - Respects and values customers, both internal and external, and demonstrates Guinness's commitment to high quality customer service in all that is done.	
Key Outcomes: - High quality HR advice is provided and cases are managed in a professional, effective, pragmatic and timely manner in accordance with relevant legislation, leading practice and the needs of the business. - The ER and Change team is seen as credible, capable and helpful, and positive feedback is received from line managers and employees. - Effective project management is completed for change activities and successful implementation achieved. - Effective and constructive working relationships are established within HR and across the business. - Correct application of HR policies and procedures is achieved.		Qualifications CIPD qualified to level 5 or working towards CIPD level 7			
		Other			
		Driving Licence Required	Yes		
		Mobile working required	Some		
		Evening and weekend working required	By exception		
		Other			
		Other			

You are also required to undertake any other duties within your capabilities as may be reasonably required.