

## Job Description and Person Specification

**Job Title:** Human Resources Advisor

**Department:** Corporate Services

**Section:** HR

**Grade:** Support & Technical

**Responsible for:** N/A

**Responsible to:** Senior HR Business Partner

**Purpose of the post:** Providing flexible, generalist HR support and advice with the business to deliver a best in class HR service to the Group. The role will support the Senior HRBP to deliver the HR elements of Gentoo's strategy and objectives ensuring alignment with Gentoo's culture and values.

### Principal Accountabilities

- HR strategy – Has an awareness and understanding of the HR strategy and own role within the successful delivery of this.
- Employee Relations – Supports and advises on the delivery of disciplinary, grievance and sickness reviews including the preparation of cases / sickness documentation / attendance at disciplinary hearings etc.
- Compensation and Benefits – Participates in the sourcing and reporting of external benchmark data for compensation, benefits and working practices.
- HR Administration – Responsible for ensuring HR documentation for Business area is completed in an accurately and timely manner.
- Talent Management – Supports the delivery of Talent Management, succession and retention strategies for area of responsibility.
- Resourcing – Advises and participates in recruitment for business area where necessary ensuring the resourcing plan is executed to attract, select and place the best, diverse talent (internal and external) and is cost effective.
- HR Advice – provides generalist HR advice and guidance to business area. When advising ensuring always ensuring employment legislation is balanced alongside a business focussed approach.
- Manager Capability Development – supports the SHRBP and HRBP on the coaching and development of managers across their business area, by ensuring this is incorporated in to the HR support and advice provided to managers on all HR matters.
- HR Policies – Supports the development of HR Policies and ensures application of policy is adhered to where appropriate.

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- Performance – provides advice and support to managers on performance standards across business area.
- Employee Engagement – Works with Learning and OD to support the delivery of employee engagement strategies.
- Relationship with Learning and OD Team – Supports Learning and OD team on the delivery of learning and development, employee engagement, culture and values strategies as required.
- Continuous improvement – participates in the streamlining of all HR processes and challenging existing ways of working to ensure maximum efficiency across all day to day activities.
- Change Management – Supports SHRBP / HRBP in the delivery of Change Management tools and processes.
- Compliance – Ensures compliance with all internal governance, statutory, legislative and regulatory requirements. Has an awareness and complies with current and future employment legislation.
- Project Delivery – Supports the SHRBP in the delivery of HR projects.
- HR Metrics – supports the SHRBP in the reporting and analysis of HR metrics for business area, whilst ensuring HR data is updated accurately and timely to facilitate accurate HR reporting.
- Continued Professional Development - responsible for continued professional self-development.

*The list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.*

## **Cultural Values**

- We care about people
- We take accountability
- We shape the future
- We bring leadership
- We deliver

## **Group Responsibilities**

The post holder will act as an ambassador for Gentoo Group.

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. The post holder will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.

The post holder must at all times comply with the Health and Safety policy and procedures and must draw to their manager's attention any unsafe working practice and conditions.

The post holder will comply with the Information Security policy and must draw to their manager's attention any security breaches.

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The Group places great importance on sustainability and environmental management. It is the responsibility of the post holder to ensure that in their day to day activities they embrace sustainability and minimise the Group's impact on the environment by minimising waste and maximise recycling, saving energy, and travelling smarter in accordance with the Environmental Policy and Planet Smart Charter.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	<b>Date:</b>

Approved by:

Date:

## **Job Description and Person Specification**

This Person Specification lists the essential skills, attributes and experience that are necessary in order to successfully carry out the job. **Please illustrate on your application form how you meet the requirements of the post.**

### **Skills and Knowledge**

- Uses sound judgment.
- Decisive thinker.
- Able to present information well and influence managers.

### **Attributes**

- Passionate about Gentoo's success and strives to understand the business inside out.
- A professional and commercial approach to delivering business focused solutions.
- Able to quickly build personal and functional credibility with key stakeholders.
- Committed to development of self and others.
- Process focused, cost conscious and a continuous improvement mindset.
- Is curious and takes measured risks.
- Drives and enables change, delivers results.
- Knows own weaknesses and utilises the skills of others to bridge gaps.
- Able to prioritise a large and varied workload.
- A great collaborator and networker.
- Demonstrates a sense of urgency.
- Organised and strong attention to detail.

### **Qualifications and Training**

- Associate member of CIPD.

### **Other Requirements**

In addition, we would expect that the successful candidate will meet the following requirements. You should make reference to them, however we will not shortlist against these criteria:

- Flexible approach to work.
- Ability to meet the travel requirements.

Approved by:

Date: