



## **JOB DESCRIPTION**

**JOB TITLE:** People Advisor

**DEPARTMENT:** People Services

**RESPONSIBLE TO:** Head of People Services

### **OVERALL PURPOSE AND RESPONSIBILITIES:**

- 1 Provide professional, customer focussed, comprehensive and pragmatic generalist People advice and guidance and recruitment support to the Managers, Supervisors and staff of the Company. Support the People Co-ordinator as the second tier point of contact for enquiries coming into the People Services Team; escalating to the Head of People Services as required. To advise on learning & development enquiries and promote a best practice service at all times.

### **SPECIFIC RESPONSIBILITIES**

- 1 Pro-actively and reactively advise and coach Managers/Supervisors in the operation of the consistent application of the Company's policies and procedures e.g. people management, performance management, health & welfare and appraisal issues.
- 2 Support managers in the pro-active and long term management of absence and capability. Responsible for monitoring and reporting the following of procedures in relation to ill health and wellbeing, sickness and absence, including insuring return to work interviews are effective and ensuring appropriate use of occupational health advice.
- 3 Ensure Ocean complies with legal and moral obligations managing and advising on Risk appropriately. Coach the Managers/Supervisors through processes such as disciplinary hearings, grievances and other staff policies; acting as lead investigating officer where appropriate. Provide professional support on hearing and appeals panels, ensuring all outcomes are documented procedures followed.
- 4 Coach and support Managers/Supervisors on Employee Relations issues and encourage open communication processes, advising managers in relation to effective communication of any people and business related issues and employee involvement in order to encourage a productive and amicable employee relations culture; act as a facilitator for the resolve of informal disputes where appropriate.

- 5 To provide an advisory, coaching and counselling resource to individual employees on a full range of people issues, including learning and development, health and welfare.
- 6 Deliver a professional service for the Company's end to end recruitment process by providing advice and support to managers on all aspects of Ocean's recruitment, selection and equality, diversity and inclusion policies and processes from initial briefings, authorisations, review of job descriptions and person specifications, channel selection, shortlisting, interviewing and assessment methods and offer/feedback. Working with the People Co-ordinator, ensure contractual documentation is correct and all pre-employment and onboarding procedures are completed.
- 7 Be panel lead on recruitment panels, ensuring an excellent candidate experience.
- 8 Undertaking any necessary recruitment administrative tasks, including ensuring all the correct authorisations are obtained in the on-line recruitment system, setting up the recruitment within the People Services procedures, liaising with Recruitment Agencies, preparing adverts, managing social media and obtaining advertising prices and deadline dates for Managers. Also, advising job applicants of procedures and on-line access. Ensuring jobs are advertised on a variety of channels which support our Equality, Diversity and Inclusion commitments e.g. Jobcentre Plus.
- 9 Working with the People Co-ordinator, ensure effective and timely communication with candidates during the recruitment process, ensuring interviews are set up effectively, feedback post interview is provided and that the on-line recruitment system is working to ensure those unsuccessful in shortlisting are informed.
- 10 With the People Co-ordinator be responsible to maintaining the on-line recruitment and onboarding system, resolving any functional issues, liaising with the system provider and providing any training and support for managers and applicants in the use of the system.
- 11 With the People Co-ordinator be responsible for the accuracy, integrity and timely inputting of data on the People Services database. Also, with the Payroll Manager, for management of the database and communication regarding payroll, ensuring contractual, termination and variation to Terms & Conditions documentation and data is well managed and communicated between People Services and Payroll.
- 12 Ensure regular data cleansing processes are applied to the systems. Ensure compliance with GDPR regulations.
- 13 Input, record and monitor sickness absence for triggers, patterns, trends and liaise with Managers/Supervisors on reporting of sickness absence and regarding implementing the ill-health capability processes. Liaise with Occupational Health Advisor and support Occupational Health Initiatives.
- 14 Assist and support in the development of the People Services computerised database.

- 15 Ensure effective communication and liaison with the Payroll Manager regarding payroll issues. Ensure contractual documentation in relation to appointments, terminations and variations of employment Terms & Conditions are notified.
- 7 To maintain central records on People Services computerised database, including all absence, disciplinary, grievance, leavers, sickness, training matters. Ensure all paper records and personnel files are up-to-date with filing. Ensure organisation charts are up to date.
- 8 To ensure the leavers process is effectively managed. Arrange and conduct exit interview with leavers, providing feedback and guidance to managers as appropriate. Ensuring Managers complete leavers actions and all relevant departments are notified.
- 9 Ensuring all staff inductions and departures are undertaken in accordance with the Company's procedures.
- 10 Support the Head of People Services in monitoring, reviewing and when required writing policies, procedures, job description and person specifications. The People Services Team are responsible for ensuring Ocean's policies are up-to-date and effective and look for opportunities to improve service delivery, including recommendations to increase access to our services, especially with reference to underrepresented sectors e.g. 9 E&D strands.
- 11 Advise on requests for learning & development related activities. Liaise with the Head of People Services to identify the preferred training provider/vendor.
- 12 With the People Services Team contribute to the weekly team up-dates, healthy workplace initiatives, annual salary review process, annual data checking for personal details, insurance etc, DBS checking, annual appraisals, planning and preparation of the Annual Training Plan, Annual Company Plan and People Objectives. Input into the preparation of the People & Training Strategies.
- 13 Assist the Head of People Services in the design and delivery of development workshops in areas of People Policies & Procedures to enhance skills of Ocean Managers & Supervisors.
- 14 Act as facilitator on the staff Welcome Day and support the People Co-ordinator in the planning and administration of the staff Welcome Day and other training and events. As required, attending out of hours careers fairs and events.
- 15 Develop and ensure good working relationships with external agencies/suppliers e.g. employment agencies, training providers, legal advisors, unions and occupational health providers.
- 16 Maintain professional & technical knowledge and CPD through research into employment, housing, legal and good practice to ensure own personal development
- 17 Producing people related reports as required
- 18 Ad-hoc people related projects as required and as directed.

## PERFORMANCE

Performance will be measured by:

- 1 The degree to which personal objectives and targets are met.
- 2 The satisfaction expressed by Managers in respect of the accuracy, efficiency and quality of work generated.

## GENERAL

- 1 The post-holder will be expected to comply with the Company's policies, procedures and initiatives relating to equality, diversity & Inclusion; health, safety & the environment and safeguarding.
- 2 The post-holder will be expected to promote the Company in a positive manner at all times.

No job description can cover every issue which may arise within the post and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in the document.

**I accept that this job description is a fair description of the job I have applied for.**

**Signed** ..... **Date** .....