



COLEG CAMBRIA

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: HR Advisor

Reports to: HR Manager

Main Purpose of Job:

To deliver a high performing and proactive business-focused HR service to designated areas of the College.

Key Accountabilities:

1. Work in partnership with College managers across the full range of HR matters to provide consistently high standards of HR service.
2. Support, guide and coach managers to anticipate and respond to employment issues within their teams.
3. Advise and support managers through reorganisation processes.
4. Advise on HR issues to ensure that the people agenda is maintained and any risk to the business minimised.
5. Maintain up to date knowledge of employment legislation and HR best practice to ensure compliance with all statutory and legal obligations.
6. Contribute to and support the development and implementation of policies, processes and projects that support the College's vision and promote a culture of equality, diversity and inclusion.
7. Use data and analytics to understand and identify opportunities for further improvement.
8. Under the guidance of the HR Manager, work in partnership with directorate/service areas to develop a people plan to improve business performance, to include workforce planning, employee engagement and talent management.
9. Manage continuing personal development to promote a culture of continuous improvement.
10. Provide support to other business areas in the absence of HR colleagues.
11. Undertake other relevant duties as directed.

Key Relationships:

To form effective and co-operative working relationships with: -

- All College managers and their teams.
- Recognised Trade Unions, their full time officials and locally recognised representatives
- College employees and similar stakeholders.
- External agencies

The post holder will be expected to be proactive in his/her own personal and professional development and to demonstrate a flexible approach to his/her duties.

This job description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.

Signed:
POSTHOLDER

Date:

Signed:
HUMAN RESOURCES

Date:

PERSON SPECIFICATION

Criterion	Importance	
	Essential	Desirable
Qualifications:		
CIPD professional qualification to Level 5	✓	
MCIPD	✓	
Experience & Knowledge:		
Detailed knowledge of HR processes	✓	
Experience of working as a Partner/ Generalist Advisor	✓	
Knowledge of current thinking in Human Resources issues and trends	✓	
Technical/professional/personal Competencies:		
Strong customer focus and an ability to build trusted relationships with College managers	✓	
Well organised and adaptable to changing needs of the business	✓	
Able to analyse information relating to complex situations and communicate findings clearly	✓	
Well-developed ICT skills	✓	
Able to work well under pressure and to tight deadlines	✓	
Able to influence and persuade senior colleagues	✓	
Demonstrates empathy with the Welsh culture	✓	
Able to communicate through the medium of Welsh		✓
Demonstrates a commitment to Equality and Diversity	✓	