



Job Title	- People Advisor
Location	- Support Centre (Tentercroft Steet, Lincoln).
Hours	- 37.5 hours per week
Salary	- c. £28k - £34k per annum
Responsible to	- People Business Partner
Scope and Purpose	<ul style="list-style-type: none">- The People Advisor will support the People Business Partner in the delivery of an efficient and effective HR support and advisory service to business areas across the Society.- Providing first line contact on all people related issues consistent with internal processes and legal requirements.
Package and Benefits	<ul style="list-style-type: none">- Discretionary colleague bonus annually- Pension contribution of up to 12% of salary- Colleague discount across our family of businesses
Duties and Responsibilities	<ul style="list-style-type: none">- Provide high quality, first line generalist HR advice and guidance to managers and colleagues in relation to probation, absence management, discipline, grievance, flexible working requests, family leave, performance etc.- Support and coach line managers to ensure the application of HR policies and procedures is consistent and in accordance with employment legislation.- Manage sickness absence cases, both frequent and long-term, in collaboration with managers, assisting colleagues back to work. Make occupational health referrals as appropriate.- Provide support and guidance to colleagues on available wellbeing resources and make counselling referrals as appropriate.- Lead the resolution of ER cases and addressing workplace grievances, escalating to the People Business Partner when appropriate.- Provide HR support to investigating officers.- Arrange and conduct disciplinary meetings, escalating to the People Business Partner when necessary.- Manage flexible working requests, providing support and guidance to line managers, producing written outcome letters.

<p>Duties and Responsibilities (continued)</p>	<ul style="list-style-type: none"> - Process any subject access requests received to the team, ensuring compliance with GDPR. - Support the People Business Partners on organisational change including restructures, redundancy and TUPE within business areas as required.
<p>Relationships</p>	<ul style="list-style-type: none"> - Reporting to the People Business Partner. - Liaison with all members of People team, including, Learning & Development and Security. - Managers and colleagues across the Society. - External bodies such as USDAW, Co-operatives UK, Occupational Health.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> - Experience working in a similar role. - Up-to-date knowledge of employment law and HR best practice. - CIPD qualified or working towards CIPD accreditation. - Experience from large multi-site organisation. - The ability to coach and guide managers and colleagues on a variety of HR matters. - Excellent communication skills, both written and verbal. - Ability to work effectively in a team. - Excellent interpersonal skills and the ability to work with colleagues at all levels. - The ability to work with discretion at all times, with a sound knowledge of GDPR. - Good time management with the ability to work under pressure and prioritise as necessary. - Hold a full driving licence and access to a vehicle for business use.