


<b>Job title:</b>	People Advisor	
<b>Service:</b>	People Team, Central Services	
<b>Reports to:</b>	People Business Partner	
<b>Purpose of the role:</b> A commercially focused People advisor that works in partnership with managers at all levels to drive organisational objectives, values and People agenda. <ul style="list-style-type: none"><li>Responsible for providing support and coaching to managers across the employee life cycle covering, engagement and wellbeing, employee relations and organisational change.</li></ul>		
<b>Key duties and responsibilities:</b> <ul style="list-style-type: none"><li>Supporting managers with employee relations cases</li><li>Delivering HR training as appropriate</li><li>Support with corporate induction as appropriate</li><li>Managing the employee lifecycle</li><li>Input into policy development</li><li>Support engagement activities</li><li>Support EDI initiatives</li><li>Support People projects as appropriate</li></ul>		
<b>Personal responsibilities</b> <ul style="list-style-type: none"><li>Take responsibility for their own and other's health and safety in the working environment.</li><li>Comply with Compass policies and procedures, including sharing Compass commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</li><li>Ensure that a professional service and image is maintained at all times.</li><li>Ensure their actions support the equality, diversity, rights and responsibilities of individuals.</li></ul> <p>Promote and adhere to equality of opportunity and diversity within Compass.</p> <p><b>In addition to these functions the post holder is expected to:</b></p> <p>Carry out other duties as may be reasonably expected in accordance with the responsibilities/competency level of the post.</p>		

## PERSON SPECIFICATION

Qualifications, Experience and Knowledge:
<b>ESSENTIAL</b>
<b><u>Qualifications</u></b> CIPD qualified
<b><u>Experience &amp; knowledge</u></b> <ul style="list-style-type: none"><li>• Previous advisor level experience</li><li>• HR Generalist</li><li>• Employee Relations experience</li><li>• Used to working closely with managers to support their people</li><li>• Knowledge and experience of using HR software</li><li>• Good time management</li><li>• Excellent organisational skills</li><li>• Experience-e of managing change and transition at pace</li><li>• Strong communication skills both verbal and written</li><li>• Able to demonstrate your ability to build effective relationships with the business</li><li>• Excellent problem solving skills</li><li>• Strong process improvement approach</li></ul>
<b><u>Other</u></b> <ul style="list-style-type: none"><li>• Able to work all year round and flexibly as part of a team to best meet business need</li><li>• Willingness and ability to undertake occasional travel to our services using public or private transport, and travel to York for monthly team meetings</li><li>• Able to undertake the demands of the post with reasonable adjustments where required</li></ul>
<b>DESIRABLE</b>
<ul style="list-style-type: none"><li>• Experience in a not-for-profit setting or in Health and Social Care</li><li>• Degree</li></ul>
Key competencies/Personal attributes:
<i>The post holder must demonstrate strengths in the following competency areas:</i> <ul style="list-style-type: none"><li>• <b>Interpersonal skills</b> – excellent verbal and written communication skills, able to listen attentively and adjust communication style and content to the audience.</li><li>• <b>Autonomy</b> – motivated self-starter who is able to manage their priorities and</li></ul>

workload effectively and act on their own initiative whilst escalating where needed and delegating appropriately.

- **Partnership working** - ability to develop, establish and maintain positive relationships with others, both internal and external to the organisation
- **Team player** - ability to work productively and supportively in collaboration with others to achieve common objectives.
- **Flexible & Adaptable** - positive attitude to dealing with change; flexible and adaptable, and open to exploring new ideas.

#### **Compass values:**

*The post holder must demonstrate exemplary behaviour in all Compass values*

- **Integrity:** An unstinting commitment to honesty and openness in all our activities.
- **Valuing Each Individual:** Respecting the needs of each person and helping them gain greater control of their life.
- **Being Solution Focused:** Responding quickly and flexibly to current and emerging needs.
- **Consistent & Reliable Approach:** Always delivering on our commitments.

#### **Safeguarding:**

*The post holder must demonstrate and share our commitment to safeguarding*

- Work proactively to safeguard and promote the welfare of children, young people and vulnerable adults.

Compass is committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and we expect all staff and volunteers to share our commitment.

As part of our safer recruitment process, an enhanced DBS check will be undertaken and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

Compass is also committed to equal opportunities and expects all those employed or who volunteer to share our commitment.