

PERSON SPECIFICATION



Job title: HR Advisor
Department: Human Resources
Responsible to: HR Manager
Grade: MGT1

Job Purpose

Provide advice and guidance to managers and staff on effective ways of working, implementation of employment policies, and promoting compassionate, people-centred management across the Hospice. The postholder will support employee relations casework, ensuring issues are handled fairly, sensitively, and in line with policy. They will also manage contractual variations impacting terms, conditions, and pay, ensuring all changes are accurately documented, communicated to staff, and stored securely for audit purposes.

Requirements	Essential	Desirable
Education/Qualifications	CIPD qualified, currently studying towards CIPD, or demonstrable equivalent employee relations (ER) experience.	Degree qualified or equivalent professional experience. Membership of a professional HR body (e.g., CIPD).
Previous Experience	Proven experience providing HR advice and support in employee relations, including managing grievances, disciplinaries, performance issues, and absence management. Experience in handling sensitive and confidential matters with discretion and empathy. Experience in producing accurate HR documentation, maintaining employee records, and ensuring compliance with legislation. Experience in producing HR KPI and MI reporting.	Previous HR experience working in a charity, healthcare, or care sector. Experience supporting HR projects.
Skills, Knowledge, Abilities	Strong knowledge of UK employment law, ER casework, and HR best practice. Excellent interpersonal skills, with the ability to build positive relationships across all levels. Ability to manage competing priorities, work independently, and deliver work to deadlines.	Ability to build and maintain relationships with multiple stakeholders, demonstrating sensitivity, diplomacy, and tact when required. Knowledge of HRIS systems, specifically Ciphrr.

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	<p>High level of accuracy, attention to detail, and strong administrative skills.</p> <p>Confident in delivering training and guidance to managers and staff.</p> <p>Proficient in HR systems and Microsoft Office (Word, PowerPoint, Excel, Outlook, MS Teams).</p> <p>Strong problem analysis and solving skills.</p> <p>Ability to handle confidential information discreetly and professionally.</p> <p>Excellent written and verbal communication skills.</p>	
Attitude, Aptitudes & Personal Characteristics	<p>Demonstrates compassion, integrity, and professionalism in all interactions.</p> <p>A collaborative team player with a flexible and positive approach to work.</p> <p>Resilient, adaptable, and able to remain calm under pressure.</p> <p>Reliable, responsible, and conscientious in all aspects of work.</p> <p>Aligns with the values of the hospice.</p> <p>Strong commitment to confidentiality, data protection, and safeguarding principles.</p>	<p>Adaptable and empathetic, with strong influencing skills to support managers and staff.</p> <p>Enthusiastic about promoting employee engagement, wellbeing, and a positive organisational culture.</p>
Other requirements (e.g., on-call/driving licence/shifts)	<p>Commitment to ongoing professional development.</p> <p>Ability to occasionally travel between hospice sites or attend external meetings as required.</p>	Full UK driving licence

Reviewed by:	Eleanor Wilkinson, HR Manager	Date:	04-2026
Signed by employee:		Date:	