



JOB DESCRIPTION	
Job Title:	Human Resources Advisor
Hours of Work:	
Base:	Barnsley Hospice, Gawber
Department:	Human Resources
Accountable To:	Head of Human Resources
Responsible For:	Providing expert HR advice and guidance to managers and staff, supporting the delivery and implementation of HR policies and procedures, and ensuring compliance with employment legislation and best practice. The HR Advisor will also be responsible for managing employee relations matters, including sickness absence, performance, and disciplinary issues, as well as supporting recruitment processes and contributing to a positive, inclusive workplace culture.
Job Purpose:	<p>The Human Resources Advisor will provide comprehensive and professional Human Resources support to managers and staff across the organisation. The postholder will work autonomously and be the first point of contact for HR-related queries, ensuring a responsive, supportive, and effective HR service. They will develop and review HR policies and Standard Operating Procedures (SOPs), support managers to address sickness absence and performance management, and oversee recruitment activities. Able and willing to be on-site and run the HR office 2–3 days per week as required.</p> <p>Commitment to promoting equality, diversity, and inclusion.</p>
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 120 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity &amp; Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>

<b>Main Duties &amp; Responsibilities:</b>
<b>Key Duties and responsibilities</b>
<p><b>Policy and Procedure Development</b></p> <ul style="list-style-type: none"> <li>• Develop, review, and update HR policies and Standard Operating Procedures (SOPs), ensuring legal compliance and alignment with best practice.</li> <li>• Support the implementation and communication of HR policies throughout the organisation.</li> <li>• Support and lead elements of the HR Quality Cycle ensuring legal compliance</li> </ul> <p><b>Employee Relations &amp; Advice</b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for all staff employment-related queries, providing clear, accurate, and timely advice in line with organisational policy and employment legislation.</li> <li>• Provide guidance and support to managers on employee relations matters, including sickness absence, performance management, disciplinary, and grievance processes.</li> <li>• Support managers to reduce and manage sickness absence through proactive case management and supportive interventions.</li> </ul> <p><b>Recruitment and Onboarding</b></p> <ul style="list-style-type: none"> <li>• Lead and support the recruitment process, including drafting job descriptions, preparing adverts, shortlisting, interviewing, and onboarding.</li> <li>• Ensure all recruitment practices comply with equality and diversity standards and best practice.</li> </ul> <p><b>HR Administration</b></p> <ul style="list-style-type: none"> <li>• Oversee day-to-day HR administration, maintaining accurate and up-to-date employee records and documentation.</li> <li>• Prepare HR reports and provide management information as required.</li> <li>• Maintain the departmental email account, responding to employee questions and complaints in a timely and professional manner</li> </ul> <p><b>HR Systems</b></p> <ul style="list-style-type: none"> <li>• Support the implementation and embedding of the HRIS system</li> </ul>

<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Provide generalist HR support and advice to managers and staff across all departments.</li> <li>• Contribute to HR projects and initiatives to improve service delivery and support organisational objectives.</li> <li>• Track employee attendance, PTO and leaves, and assist with payroll processing and documentation</li> <li>• Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes and leavers on the system.</li> </ul>
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To undertake any other duties, commensurate with the role as required by the Hospice.</li> <li>• To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.</li> <li>• The post holder will be expected to maintain strict confidentiality at all times.</li> <li>• The post holder will ensure that they are aware of and apply health and safety and fire precautions.</li> <li>• The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.</li> <li>• The post holder is to ensure data protection is maintained at all times.</li> <li>• The post holder will be flexible in terms of working hours in order to meet service needs.</li> <li>• The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.</li> </ul>

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
<b>Knowledge and educational achievements:</b>	
1. CIPD qualified (Level 5 or above).	Assessment method – application form
<b>Experience and work achievements:</b>	
<ol style="list-style-type: none"> <li>1. Proven experience working in a similar HR advisory role.</li> <li>2. Experience developing and reviewing HR policies and SOPs.</li> <li>3. Experience supporting managers with employee relations, including sickness absence and performance management.</li> <li>4. Experience managing end-to-end recruitment processes.</li> </ol>	Assessment method – application form and interview
<b>Skills and abilities:</b>	
<ol style="list-style-type: none"> <li>1. Strong knowledge of employment law and HR best practice.</li> <li>2. Excellent written and verbal communication skills.</li> <li>3. Strong organisational and time management skills, with the ability to prioritise workload and work independently.</li> <li>4. Confident in using HR systems and Microsoft Office applications</li> </ol>	Assessment method – application form and interview
<b>Personal attributes:</b>	
<ol style="list-style-type: none"> <li>1. Self-motivated and able to work on own initiative.</li> <li>2. Approachable and supportive, with strong interpersonal skills.</li> <li>3. Professional and discreet, with high regard for confidentiality.</li> <li>5. Flexible and adaptable approach to work.</li> <li>6. Ability to build and maintain relationships</li> <li>7. Approachable with a professional manner</li> <li>8. Well-organised, systematic and able to prioritise own workload</li> <li>9. Team player with a constructive attitude to achieving shared goals</li> </ol>	Assessment method – application form and interview

Our Values and Behaviours:	
<p><b>Ambition:</b> <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> <li>• We set high standards for ourselves and the services we provide.</li> <li>• We seek every opportunity to learn: from our successes and our mistakes.</li> <li>• We take a flexible and creative approach when seeking opportunities and solutions.</li> </ul> <p><b>Collaboration:</b> <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> <li>• We value diversity in its broadest sense and take meaningful action to create an inclusive environment.</li> <li>• We seek out and nurture partnerships so we can achieve more together.</li> <li>• We are welcoming and friendly.</li> </ul> <p><b>Compassion:</b> <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> <li>• We show empathy and consideration towards others.</li> <li>• We are genuinely caring and respectful in our interactions with others.</li> <li>• We are generous with our time and attention, and value the people around us.</li> </ul> <p><b>Integrity:</b> <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> <li>• We are open and honest with ourselves and others.</li> <li>• We are trustworthy and reliable and deliver on our promises.</li> <li>• We are professional and take our responsibilities seriously.</li> </ul>	<p>Assessment method – application form and interview</p>