

Job Title	HR Advisor
Department	Human Resources
Reports to	HR Manager
Grade	Grade 4
Purpose & Overview	To deliver a proactive and professional HR Advisory service, with a primary focus on employee relations case management. The role ensures that WWU's strategic objectives, business plans, and local customer needs are met through effective HR practices and partnership.
Key Accountabilities	<ul style="list-style-type: none"> • Act as the main HR interface for business areas, translating business needs into effective HR solutions. • Support a wide range of employee relations cases, including disciplinary, grievance, performance, and sickness absence, ensuring timely and legally compliant resolution • Conduct and support HR investigations, providing guidance to managers and ensuring fair and consistent processes • Partner with managers to provide expert advice on HR policies, procedures, and employment legislation. • Support and guide managers through recruitment processes, both internal and external, ensuring a robust, inclusive, and candidate-friendly experience. • To partner with customers to deliver a HR service in line with their needs and WWU's priorities • To implement and deliver key HR initiatives • Translate business requirements into effective HR practices and provide advice to Senior and Line Managers on the interpretation and implementation of HR policies and procedures • Influence management regarding the WWU people agenda and issues • Ensure performance management processes are embedded and objectives are meaningful and aligned with business goals. • Contribute to Succession Planning Activities with customers • Maintain accurate and up-to-date employee records and case documentation. • Provide timely and insightful HR metrics and management information to support decision-making. • Contribute to delivery of the WWU HR strategy • Develop and carry out HR training for customers and colleagues

Technical Know-How & Skills	<ul style="list-style-type: none"> • Strong experience in employee relations casework, including investigations and resolution • Solid understanding of current employment legislation and HR best practice. • Excellent communication, coaching, and influencing skills. • Analytical and problem-solving capabilities. • Experience using SuccessFactors or similar HR systems • Experience of working in an operational HR environment is desirable
Qualifications	<ul style="list-style-type: none"> • CIPD qualified (Level 5 or working towards is desirable) • A Member of the CIPD minimum Associate Level
Job Dimensions	<ul style="list-style-type: none"> • Acts as the dedicated HR Advisor for Head Office, providing day-to-day HR support and guidance to managers and employees across all functions based at this location.