



Affinity
Trust

ER Advisor **Candidate information** **pack**

**Together we make
it possible**



Our history

Affinity Trust is a social care provider and charitable organisation working in England and Scotland.

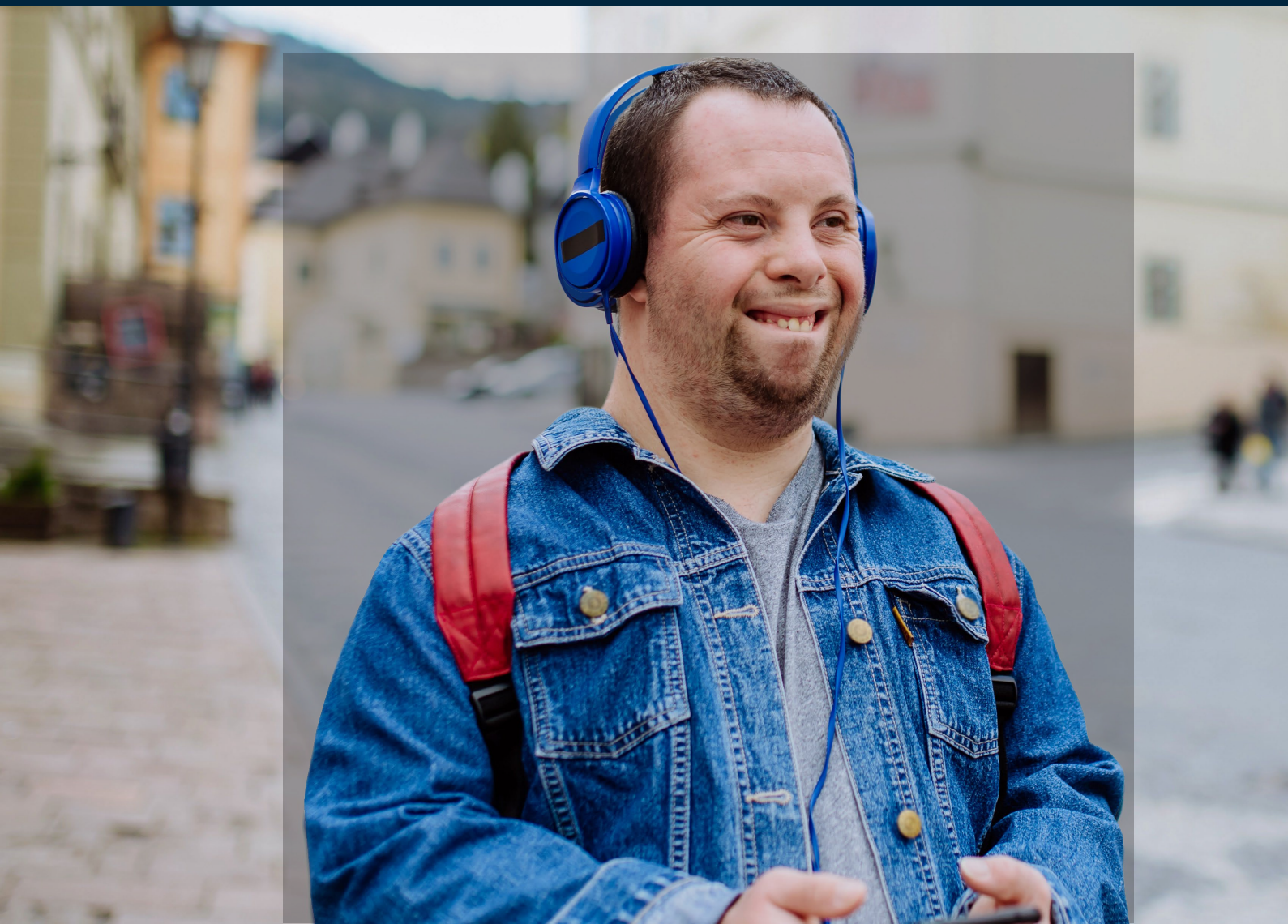
With more than 30 years of experience, we specialise in supporting people with learning disabilities, autistic people, and other assessed needs.

Since establishing in 1991, we have steadily expanded our services to ensure more people can live active and fulfilling lives.

We now support almost 1,000 people across more than 200 locations and have around 1800 team members.

Our organisation is a registered provider with the Care Quality Commission in England and the Care Inspectorate in Scotland.

We are a registered charity in England, Wales, and Scotland, and we operate as a company limited by guarantee registered under the Companies Act of 1985.



Our purpose and values

Supporting people to **live their life, their way**

Our values are the foundation of our approach and unite us as an organisation to deliver high-quality, person-centred support. We talk about them a lot, and they are critical to providing the very best for the people we support. If you see anyone not living up to our values, we encourage you to challenge them (in a nice way, of course) and help them think and work differently.



People are at the heart of everything we do.

- ✓ We listen, we learn, we build on strengths.



We give our best.

- ✓ What we do matters.
- ✓ Good days and bad. We take responsibility.



We work together.

- ✓ We are one team and value people's strengths and differences.
- ✓ We are open and trusting with each other.



We have courage.

- ✓ We try new things.
- ✓ We are creative and adaptable.

Job Title: Employee Relations Advisor

Reports to: Head of People Partnering

Overview

In this pivotal role the ER Advisor will provide HR support across our operational divisions, ensuring the consistent delivery of HR strategy, initiatives and policies, by educating and empowering our managers and leaders.

Reporting to the Head of People Partnering, you will inspire a culture of clear accountability, high engagement and outstanding performance. You will ensure the delivery of service level agreements and will expertly advise and assist managers on areas such employee relations case work in grievance; disciplinary, capability as well as workforce planning, and absence management – minimising risk, identifying problem areas, and outlining clear and achievable recommendations.

What you will do

- Provide initial advice and guidance to support managers with the effective management of employee relations issues such as performance management, absence management and capability issues with a view to identifying problems, recommending solutions and minimising risk, escalating to Divisional HR Business Partners where appropriate
- Be accountable for all case-related administration
- Work with the HR Business Partners to provide advice and guidance to managers to support the workforce planning to successfully deliver the organisation's objectives
- Coach and support managers in the decision-making process by providing relevant, meaningful reporting on key HR metrics and analysis
- Collaborate and work closely where appropriate with other teams such as Recruitment, HR Operations, Quality, Finance and Payroll to provide a holistic approach to delivering solutions to our colleagues within Operations.
- Support the HR Business Partners in the development, integration and implementation of HR policy and practice through methods including the coaching/training of managers and employees, and the production of relevant materials and toolkits
- Contribute, and where appropriate, lead on specific projects to improve the effectiveness of the HR partnering function and its processes and procedures
- Ensure personal knowledge and awareness of relevant legislation and other best practice developments relevant to the HR function are kept up to date.
- Deputise for the HR Business Partners in their absence and undertake any other duties as required for the effective running of the HR partnering team

What we need from you

You'll need to be experienced in HR, and will have probably worked in an HR Advisor or Business Partner role before with demonstrable experience of working in a previous HR role providing excellent advice, guidance and customer service to managers in a demanding working environment.

- ER management and employment law will be your “thing”, your specialism; and your passion for delivering consistent and compliant ER outcomes will shine through.
- You'll have experience of driving continuous improvement, not necessarily within social care, but with an understanding of the challenges we face.
- You are strategic minded – able to design, develop and implement a full suite of innovative solutions to drive excellence in the management of employee relations, based on data and evidence.
- Collaboration and communication will be second nature to you, both verbal and written.
- You will have a proven ability to develop and maintain effective working relationships with colleagues at all levels, including senior leaders, within the organisation
- Ideally, you'll be CIPD qualified, but it's not essential if your experience speaks for itself
- Excellent communication and influencing skills both verbal and written, and a proven ability to develop and maintain effective working relationships with colleagues at all levels, including senior leaders, within the organisation
- Proven experience of successfully managing a busy workload, working to tight deadlines, and meeting your objectives without close supervision

Next Steps

Are you ready to join us?

Salary and Benefits

The salary for this role is circa £35,000. We also offer a range of great benefits, and this list is still growing.

- 32 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.
- Cycle2Work Scheme
- We offer Wagestream - a money management app that gives you access to a percentage of your pay as you earn it.
- Blue Light Card - All work and no play is not fun, so enjoy discounts in your favourite shops, restaurants, travel, and great days out, provided at no cost to you.
- A 24-hour Employee Assistance Programme for you and your family members
- Life Assurance and Pension scheme
- Company-funded health cash plan
- Ability to buy additional holiday.

Selection process

Diversity is something we celebrate and life would be dreary, and change slow, if we all thought the same way.

We're committed to being Disability Confident and we guarantee to interview all applicants with a disability who meet the minimum criteria for the vacancy.

