

Job Description: Senior HR Advisor

General role information	
Job Title:	Senior HR Advisor
Reporting to:	Employee Relations Partner
Salary Band:	Band F - £30,599.69 to £38,727.73
Notice period:	3 Months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	Yes
Client facing role?	No
Key stakeholders – internal?	One Call, Treatment Centre and Support Function Line Management Team, HR Team
Key stakeholders – external?	Occupational Health, DBS, legal services and due diligence agencies
About MSI Reproductive Choices	
<p>Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.</p> <p>As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.</p> <p>At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department / team	
<p>The HR function is responsible for ensuring the appropriate, sustainable, organisational structure is in place for MSI Reproductive Choices UK to achieve its mission, goals and objectives.</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description: Senior HR Advisor

As custodians of the values and culture of the organisation, the HR team are responsible for the employment policies, procedures, practices and systems that govern the full colleague life cycle.

The role

The Senior HR Advisor plays a key role in providing a pro-active, professional and efficient HR service ensuring policies, procedures, legislation and best practice are adhered to.

The Senior HR Advisor will provide specific support with employee relations issues in particular probation, absence, change management, conduct and performance management. They will work collaboratively with key stakeholders to proactively identify areas where HR can add value.

In this generalist role, they will support HR initiatives and advise, guide and support colleagues and managers, providing high level people management support.

This role oversees and supports our One Call, Treatment Centre and Support Function teams, therefore travel to all sites will be expected, as and when required. This role has line management responsibility of the HR Advisor.

Key responsibilities

- Proactively look at ways to improve and simplify our MSI UK processes and harmonising where appropriate (this includes providing impartial advice, understanding the escalation process and improving self-service).
- Be the first point of contact for HR advice included but not limited to, employee relations, policies, processes.
- Provide pro-active support to managers on complex employee relations issues including probation, change management, disciplinary, grievance and absence meetings. This role will advise those leading the issues on the appropriate approach, ensuring this complies with the relevant employment legislation, policies and best practice.
- Employee relations administration including investigation and hearing packs, note taking and outcome letters.
- Supporting line managers through coaching in relation to individual performance / capability issues using appropriate processes and policies e.g. performance improvement plans.
- Promote line manager self-service of HR systems, policies and processes, toolkits, challenging where appropriate.
- Support the annual appraisal process, including appraisal coaching/workshops, communications to the organisation and compliance reporting.
- Support the wider UK HR team with key projects.
- Liaise with the HR Administrator/Coordinator with the family friendly processes.
- Accountable for the monthly sickness reporting process, working alongside the HR Advisor.
- Provide Agresso support and maintenance including HR reporting.
- Where required, provide efficient and professional HR administrative support to the HR team.
- Oversee all HR payroll administration where required and work closely with the payroll team to ensure all HR information is recorded accurately.
- Support with the occupational health process including management referrals, vaccination and

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description: Senior HR Advisor



immunisation updates as well as providing advice to line managers with complex case management.

- Support the annual salary review and bonus process including the collation of relevant data for upload.
- Ensure compliance with UK immigration right to work rules and legislation.
- Process and manage any people related subject access requests.
- Oversee monthly compliance reports and subsequently act to ensure colleagues have the correct registrations / indemnity/DBS/citizenship checks are in place in line with our professional registration policy.
- Accountable for the HR KPI monthly and quarterly reporting process alongside the HR Advisor, and proactively develop strategies for improving areas of concern.
- Support HR policy reviews and development.

Key Skills and Experience

To perform this role, it is essential that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Experience in delivering excellent HR Advisory support to a high performing team
- Experience in advising line managers in Employee Relations cases
- Experience of co-ordinating complicated Employee Relations administration
- Good understanding of UK employment law

To perform this role, it is essential that you have the following experience:

- Good Microsoft package skills – MS Word, Office, Excel and PowerPoint
- Skilled in the manipulation of HR database systems e.g. Sage, PeopleSoft, Oracle (MSI use Agresso)
- Able to learn quickly and use initiative
- Excellent written and verbal communication skills – comfortable networking with stakeholders at all levels of the organisation
- Exemplary organisational skills – able to multitask and handle conflicting priorities
- Able to manage expectations of demanding stakeholders
- Proven experience of working to tight and changing deadlines

Formal Education/qualification

- CIPD level 3 or 5 or equivalent experience or desire to work towards (essential)

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description: Senior HR Advisor

For this role, we're looking for an individual who is:

- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Passion for service excellence and improving quality
- Approachable with effective interpersonal, influencing and negotiation skills
- Defiantly courageous, with the ability to push boundaries
- The highest levels of integrity and a strong ethical sense
- Results and output orientated

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: