**Job Title** HR Advisor

**Department** Finance & HR

**Reports to** CEO

# Primary Objectives

* Delivering the mission: “Connecting us with our Oceans” by being a member of the senior management team and contributing to the running of the aquarium as well as the development of the charity; Ocean Conservation Trust.
* As the sole HR specialist in the business have responsibility for a full generalist HR service from administration through to complex issues and project work.
* To adhere to the Core Values of the NMA and OCT which are: Positivity, Respect, Integrity, Diversity and Engagement
* Responsible for Company Secretarial duties and liaising with the Boards and their members.

# Duties

* Be the sole HR presence and first point of contact for employees, team leaders and managers in the NMA and OCT providing expert advice and dealing with matters in a timely manner.
* Maintain the HR database.
* Proactively manage employee relations cases ranging from formal grievance to disciplinary investigations whilst ensuring correct and fair processes are followed at all times throughout the investigations
* Develop the recruitment policy and provide support to managers with regards to recruitment ensuring good practice is maintained
* Provide coaching to Managers and Team Leaders on performance and probationary issues ensuring wherever possible that issues are resolved before escalation
* Manage performance review cycle, ensuring all communications and documentation are managed on time and effectively
* Proactively ‘walk the floor’ engaging with staff at all levels to understand their issues.
* Make sound judgement on when to escalate matters, identifying risks and looking at possible solutions.
* Provide accurate advice to employees on queries relating to policies, procedures, terms and conditions of employment such as flexible working requests, maternity leave, sick pay, holiday entitlement.
* Maintain and develop various staff policies and the staff handbook.
* Perform various administration tasks such as:
	+ preparing and issuing job offers and contracts
	+ preparing induction materials ensuring they are completed
	+ ensuring job descriptions are kept updated
	+ issue letters regarding changes to terms and conditions
	+ DBS checks
	+ checking monthly timesheets and holiday accrual
* Responsibility for managing and developing Staff Wellbeing initiatives
* Responsibility for developing and maintaining Diversity and Inclusivity initiatives
* Responsibility for improving staff engagement including administering and analysing the results of staff engagement surveys
* Responsibility for company secretarial duties such as:
	+ Organising board meetings, issuing agendas and taking minutes
	+ Organising the onboarding of new board members
	+ Maintaining records with Companies House and the Charities Commission
* Ensure personal CPD is up to date to maintain professional qualification and undertake training as deemed appropriate to the role.
* At all times to behave in a safe and responsible manner in accordance with company Health & Safety policy and the requirements of Health & Safety legislation relating to your responsibilities and to promote and act in the employers best interest.
* Participate in extraordinary duties as required.
* To carry out other activities as appropriate on the instruction of the CEO and Senior Management.
* As a member of the Senior Management team to play a full role in the workings and management of the OCT and all aspects of its day to day activities and aspirations.