



Job Title: HR Business Generalist

Reporting To: Human Resources Director

Review Date: 27/05/2021

Employment Start Date:

Overall Purpose:

The HR Generalist will work with teams, managers and key stakeholders to help build organisation and people capability, and shape and implement effective people strategies and activities within the organisation

Duties to Include:

- To partner the Alliance Medical management team in matters relating to employment at a professional level, with the common objective of both supporting and driving continual development of the business and patient experience through good employment practices.
- To lead on key HR projects aligned with the role holder's specialism which support organisational change and adds value to the wider business objectives.
- The role holder will be responsible for the development, implementation and continuous improvement of the HR Service provided at a local level through process improvement, effective implementation of employee relations and positive staff engagement.
- Review, re-engineer and implement robust systems and processes for administering starters and leavers ensuring accurate and timely receipt of this information from line management and transfer of this information onto payroll.
- Responsibility for policy development in compliance with local legislation and legislative changes.
- Managing all legal requirements regarding monitoring in Northern Ireland.
- To manage engagement programmes in the Company ensuring positive staff engagement and a reduction in Turnover.
- Working with key stakeholders to manage turnover in line with Company expectations.
- Oversee the management and co-ordination of employee recognition award schemes and staff wellbeing programmes
- Working with managers across the business to ensure that Alliance Medical's governance requirements are reflected in the HR Service. Equally the job holder will have a shared accountability for setting the governance agenda for employment matters in the company.
- To work with managers to contribute to workforce development and design in their business areas and regions.
- To work with managers to achieve organisational change through restructuring, job design, job evaluation and look at new ways of working.
- Co-ordinate Learning & Training in the Company.
- To manage contracts and relationships with all HR 3rd Party Suppliers within Recruitment, Reward and Learning & Development.

- Develop, implement and analyse relevant HR and People metrics to support the HR Department in providing accurate and relevant information for the business. In addition, to provide any other management information, establishing agreed KPI's and deadlines for reporting.
- In conjunction with HR and other management colleagues develop and maintain a high quality Communications Plan incorporating the intranet offering with particular emphasis on the services and support offered by the HR Department, looking to automate processes and provide good quality, up to date information to employees, developing 'employee self-service' wherever possible.

General:

- Adhere to Company policies at all times.
- Embrace and support any changes in technology and to assist in the implementation and operation of these changes.
- Perform such other duties appropriate to the post as may be assigned from time to time by the HR Director or a nominee.
- Ensure the highest standards of Quality and ethical principles.
- Compliance with all company policies and procedures and health and safety policies.
- Compliance with Data Protection and Health and Safety legislation.
- To actively participate in continuing education and research activities consistent with the role.
- Maintain good communication channels with all levels of staff throughout the organisation.

Experience:

- Strong interpersonal, verbal and written communications skills, including providing business presentations and building relationships with all levels of staff across the business.
- Ability to work with minimal supervision are essential for the post.
- Previous Advisory / HRBP experience and have solid experience in employee relations including working with managers on HR complex matters.
- Strong partnership skills including the ability to champion new approaches and influence others to participate and lead in new projects to facilitate continuous improvement are key or the ability to look at new ways of working and delivery.
- Collaborative approach.
- Ability and experience to coach and develop people and the business and open to learning from new experiences.
- Results and quality focussed.
- Solutions orientated.
- Ability to deliver a message that is understood.
- Ability to quickly forge relationships with customers and suppliers.
- Able to effectively prioritise; managing conflicting and competing priorities.
- Ability to prepare, analyse and interpret employment metrics.
- Exposure to trade unions and employee forums.
- Knowledge of employment law.
- Demonstrates knowledge and commitment to equality and diversity. Ability to manage and motivate others, whether in a line management relationship or not.
- Excellent IT skills including Word and Excel

This job description is not exhaustive and may change and vary depending on the requirements of the role.