

Job description

Job title	HR Consultant
Division	HR & Administration
Career Level	3
Responsible to	HR Manager

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized company performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The Company carries out the manufacture of Erwinase[®] and Anthrax Vaccine as well as contract manufacturing projects.

The HR & Administration Team are responsible for providing HR and Administration support to the business and divisional areas. The team is managing and delivering a full range of human resource services. A successful candidate will provide advice to solve problems, create value, improve growth, and maximise business efficiency and profitability. The HR Consultant will provide support in coordinating various HR projects in relation to change management, employee engagement and culture management.

JOB SUMMARY

The HR Consultant provides support to the Porton Biopharma management team in ensuring a professional and responsive HR service.

They will deliver a range of timely and accurate HR advice, information and training to managers and employees on the full range of HR matters. They will support the application of best practice to embed good HR practice that creates and adds value to the delivery of organisational strategy and overall performance of the Company.

They will coordinate various HR transition programmes to positively embed strategic HR and Company projects including cultural excellence, employee engagement, talent management and change management.

SCOPE AND RANGE

Responsibilities include proactive development of excellent stakeholder engagement and the ability to influence, coach and persuade managers to seek continual improvement in their capability and engagement of their staff. The post holder must therefore have the confidence and ability to influence managers on a range of operational HR matters.

Communication and key working relationships

Internal

- PBL HR & Administration Team
- PBL employees
- PBL Executive, senior managers and staff
- Occupational Health

External

- HR software providers
- HR professional bodies and agencies
- Recruitment agencies
- Trade union full time officers
- Legal support
- Other organisations as appropriate
- HR professional bodies and agencies

MAIN DUTIES AND RESPONSIBILITIES

HR Consultancy

- Developing, revising, and implementing HR policies and procedures
- Ensuring HR programmes and services are in compliance with established policies and procedures and UK laws and regulations
- Preparing and maintaining reports and business plans related to specific HR projects
- Assisting with the development and coordination of recommended changes regarding workflow
- Developing methods for compiling and analysing data for reports and special projects
- Drafting training sessions related to specific HR programs
- Implementing and working with HR systems and IT programmes (Excel; recruitment software, etc.)
- Analysing latest HR trends and recommending changes to existing business models
- Evaluating competitors to pinpoint advantages or disadvantages in the current market
- Preparing recommendations on organisational improvement
- Analysing gathered information to form an improvement plan in operational and strategic HR areas
- Providing consultation and guidance to staff as per request of Director of HR
- Leading HR related projects
- Defining HR KPIs against business plan and driving actions to ensure achievement
- Designing and implementing of innovative workforce retention programmes
- Providing strategic and tactical workforce planning

Key HR Areas

- To deliver a comprehensive transactional HR service to the business.
- To provide professional advice to staff (employees and line managers) on HR related matters. To ensure HR matters are handled fairly and consistently in line with legal and company's requirements.
- To be responsible with PBL HR Compliance and Governance.
- To oversee all company policies and procedures (Staff Handbook) are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies.
- As per request of line manager, coordinate the recruitment life cycle and liaise with recruitment agencies, respond to applicant queries, participate in recruitment activities send out offer packs, induct new starters, confirm and extend staff probations.
- To draft various HR letters and documentation.
- To support Director of HR on strategic and operational HR issues.
- To contribute to the current and future HR projects and implement new HR initiatives.
- Managing workforce reporting and other HR related reports as per request of Director of HR and Managing Director.
- To assist Director of HR in driving organisational performance.
- To assist Director of HR in reward implementation.
- To act as PBL HR Employee Relations Lead and ensure that all cases are compliant and consistent; Company's and legal procedures are followed. (General Data Protection Regulation (GDPR; employment legislation, etc.).
- To work in partnership with line managers on performance management, employee relations, resourcing, staff development, reward, occupational health.

Employee Relations

- Provide Employment Relations advice and support to managers on a range of employment issues including ill health, change management, redeployment, absence management, disciplinary, performance management, grievance, bullying and harassment and general employee relations.
- Manage employee relations issues – disciplinary, grievance, sickness, capability, absence, etc.
- Ensure that all cases are managed sensitively and appropriately and be responsible for identifying risks to the organisation and promptly flagging them to the senior management team. Continue to support these cases where appropriate.
- Actively support and advise managers on all aspects of Sickness Absence Management directly contributing to the reduction in the absence rates across the organisation. This will include analysing statistics, identifying trends and making recommendations based on this.
- To help manage the PBL Occupational Health provider and act as a link between managers and Occupational Health to facilitate the implementation of advice, including return to work, reasonable adjustments, redeployments, and other work-related issues.
- Ensure accurate, detailed and up to date documentation of employee relations cases.
- Ensure that all cases are progressed in a timely and appropriate manner and are not permitted to drift.
- Support the planning and implementation of new policies and guidance including organisation and provision of training programmes to ensure management awareness and competence.
- Attending meetings and hearings where necessary to provide HR advice and support managers in the drafting of formal documentation as appropriate.
- To advise on terms and conditions of employment.
- Contribute to the development of new HR policies and procedures and the revision of current policies.

Recruitment and Selection

- Assist with managing the PBL recruitment process, working with recruitment managers to ensure every aspect is covered.
- Keeping track of recruiting metrics; reporting recruitment statistics.
- Participate in job fairs and career events. Support and develop recruitment campaigns when necessary.
- Store staff records centrally and conduct internal reviews to ensure compliance with policies and procedures.
- Assist and advise managers in interviewing candidates for vacant posts, including involvement in question setting, interview panels and decision making in line with equal opportunities.
- To work with the PBL payroll team to ensure payroll issues are addressed and escalated appropriately.
- To improve systems and procedures where necessary. Implement new recruitment sources if necessary.
- Proofread job descriptions and adverts and other related materials.
- To coordinate monthly submissions of workforce reporting and other necessary statistics.

Change management

- Under the direction of the Director of HR advise and support managers with the launch and implementation of change management programmes ensuring that the organisation meets its obligations to consult effectively and follows an appropriate process to introduce changes.
- Establish effective partnership relations with trade union colleagues as per business requirements.
- Improving and creating HR measurement systems and improving workforce reports and other HR related reports.
- To support Cultural Excellence and other company's initiative.

HR business analysis

- To ensure that optimum use is made of available technology in delivering HR services particularly developing and maintaining information, records and effective communication.
- Ensure the maintenance of HR data systems and provide the Executive Group with accurate and relevant workforce information.
- Produce workforce reports on HR activity (sickness, vacancy levels, leavers report, turnover etc.).
- To regularly/accurately update information on internal systems, as required.
- Undertake research and write reports as requested by the Director of HR.
- To assist Director of HR with the HR reports required by the company/EMT and to undertake periodic quality checks and audits for compliance.

HR project responsibilities

- Taking the lead and co-ordination of particular HR projects. Participate in various business meetings as required.
- Organising and chairing meetings of relevance to the role.
- To be responsible for HR governance and compliance.
- To write and present information briefings on a range of HR related topics.
- To represent PBL positively in internal and external settings, with use of good HR practices.
- To work with the Director of HR and Executive team to identify areas of improvement for the delivery of the operational HR service.
- To ensure that your own safety and that of others is not compromised or placed at risk by following relevant company procedures.

Other

The above description is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate or line management.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution

Person specification

	Essential	Desirable
Eligibility		
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	
Qualification		
CIPD or equivalent educational achievement (Level 7) plus experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coaching and mentoring qualifications/experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSc/MA in HRM or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and experience		
Experience in leading, developing and delivering a change programme whilst improving employee engagement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive HR generalist experience and detailed understanding of all aspects of HR Management including resourcing, talent management/succession planning, change management and employee relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience of being able to multi-task, prioritise and coordinate key projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proven experience as an HR Consultant; experience in project management and report writing skills essential.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-depth knowledge of HR principles and best practices. Professional and commercial acumen, with strong senior level influencing and stakeholder management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Significant HR experience in a demanding working environment	<input checked="" type="checkbox"/>	
Knowledge of UK employment legislation in order to deal with employee relations and employment policy issues	<input checked="" type="checkbox"/>	
Demonstrable understanding and knowledge of good HR practice	<input checked="" type="checkbox"/>	
Experience in developing HR policies and procedures	<input checked="" type="checkbox"/>	
Experience of analyzing data and producing reports	<input checked="" type="checkbox"/>	
Skills and capabilities		
Strong analytical skills and delivery of change management programmes. Ability to strategise and formulate HR actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer savvy with working knowledge of HR IT systems/implementation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication and consulting skills with an ability to build relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Solid understanding of research methods and analysis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equality and diversity		
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manager Name:	Date:
Manager Signature:	