



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

HR Advisor x 2

Reference number

1555/1561

Office

Human Resources Office

Grade

HL5

Salary range

£27,494 - £31,988. Higher starting pay and market sector allowance up to £5,000 may be available for exceptional and experienced candidates.

Term

One post is permanent, and one post is fixed term until 31 May 2023 with the possibility of extension and/or permanency. Secondments will be considered to a successful applicant coming from the Civil Service, House of Commons/PDS. Level transfer or temporary promotion will be considered for internal candidates.

Scope of the job

Background

The House of Lords Administration employs around 680 staff, providing the administrative and logistical support for the House of Lords to work as an effective second chamber of Parliament. The Human Resources Office provides a full HR service for all employees of the Administration.

The Business Partnering and HR Advisory team are responsible for supporting all employment related matters, the team is the primary point of contact for the whole employee lifecycle, from the point of starting work, while at work and through to leaving work.

The Human Resources Office provides a full professional HR service for all colleagues in the Administration. The HR Office provides advice and guidance and is responsible for cultivating a culture where everyone feels welcome, and where they can be themselves.

Please note the HR team are currently undertaking a review of its services and structure and therefore specific activities and services offered may change as a result.

Main objective

The main objective of the role is to support the Business Partners to provide expert HR advice and support to line managers and staff of the House of Lords on people matters. To empower managers to lead on people matters with support and guidance where required.

The successful candidates will play central roles in the Business Partnering and HR Advisory team to ensure it effectively carries out core HR tasks to support the House of Lords Administration.

They will work closely with other teams in HR and Parliamentary Health and Wellbeing, to ensure a joined up service that provides an effective and efficient service.

The HR Advisor will be the key first point of contact to all staff in relation to their employment matters in accordance with current employment legislation, conditions of service, House of Lords policies and procedures and best practice.

Key internal and external relationships

- All colleagues of the HR Office
- Staff of the House at all levels
- Members of the public
- Occupational Health and Wellbeing Service
- Trade Union representatives
- External partner organisations
- HR colleagues from the House of Commons and the Parliamentary Digital Service

Main responsibilities

Line management and budgetary responsibilities

The post will manage one HR Administrator. There are no budgetary responsibilities.

Other responsibilities of the post

Delivery of a first line HR advisory service to line managers and staff of the House of Lords, to include the following areas (ensuring that best practice is complied with at all times):

Employee Relations

- To advise on employment policies and procedures
- To provide first line advice and support to managers on aspects of employee relations including sickness absence and performance management, ensuring timely progression of cases in line with policies, employment legislation and best practice guidance. In cases of higher risk issues, the HR Advisor will escalate the matter to the HR Business Partner
- To advise and support managers carrying out investigations
- To advise managers on appropriate action to take under such procedures, taking account of all the circumstances of the case, ensuring a consistency of approach
- Drafting letters and preparing packs for formal meetings/hearings
- To be responsible for taking notes at formal meetings/hearings, ensuring an accurate record of proceedings is kept
- To advise on terms and conditions of employment such as salary details, annual leave, maternity leave, paternity leave, shared parental leave, adoption leave, probation, flexible working, leaver process and sickness
- Conduct exit interviews, escalating concerns to the HR Business Partner

Absence Management

- Work proactively with managers to monitor and identify employees who are accumulating sustained amounts of sickness absence and alert the line manager in aim of reducing sickness absence, in line with the sickness absence triggers and policies on long-term and short-term sickness absence management.
- Attend meetings and drafting letters
- To maintain a relationship with the Occupational health provider, including, advising and assisting managers on Occupational Health Referral (OH) and on OH reports

HR System and Payroll

- Work with the HR Systems Lead to produce reports on HR activity (sickness, end of fixed term contracts) for use of analysing this data and working with line managers to ensure action is taken, as appropriate
- Responsible for compiling the information for the monthly payroll changes and send them to the pay team each month

Other

- Work with the HR Business Partner to identify potential areas for service improvement in administration processes
- Ensuring relevant templates are fit for purpose and making suggestions to policy team where improvements are required
- Support the HR team when required and cover work for the other members of the Business Partnering and HR Advisory team in their absence
- To represent the HR team at meetings, promoting the department positively
- Maintain confidentiality of data and security at all times
- Assist with the development and implementation of Human Resources policies and procedures
- Work within records management guidance for the HR Office in line with House-wide policies and procedures
- Consistently demonstrate the House of Lords Values and Behaviours, specifically;
 - Respectful, considerate and polite to others regardless of their grade, position or background.
 - Self-aware and understands how behaviour and emotions impact on others.
 - Listens, observes and learns from others, striving to understand different ideas, perspectives and experiences.
 - Takes personal responsibility for delivering agreed actions and maintaining a high standard of work.
- Supporting HR related projects

Person specification

The qualifications required for the post are:

The successful candidate will be working towards, or will have completed, or willing to study towards a CIPD qualification or have equivalent experience.

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Our Values

The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.

The [values and behaviours](#) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.

The post holder will be expected to operate in line with the House of Lords workplace values which are:

Respect - We treat people with respect and expect to be treated with respect.

Inclusivity - We embrace and value difference and diversity –whether from a person’s race, gender, other characteristics, background or experience.

Professionalism - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.

Responsibility - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.

Essential criteria

All criteria are essential unless otherwise stated. Please specifically address the areas marked with an asterisk* in your application:

- Experience of working in a busy, professional, customer focussed HR team to deliver high quality HR Advisory Service*
- Experience of providing proactive and accurate advice and guidance to managers on a variety of HR policies and procedures to a high standard*
- Experience of supporting and advising managers on a wide range of employment and people management matters. Including managing multiple employee relations cases simultaneously and providing support to managers in formal hearings, while respecting issues of

confidentiality, based upon a good knowledge of a range of employment legislation*

- Ability to prioritise own workload, often to tight deadlines whilst using initiative to solve problems*
- Manage sensitive issues tactfully and with discretion with professionalism at all times*
- Excellent interpersonal skills and the ability to build and maintain good working relationships with a broad range of people at all levels within the House of Lords Offices, the House of Commons, PDS and members of the public*
- Ability to communicate effectively, both orally and in writing with excellent judgement.
- Effective team working skills, with an ability to share best practice and to show flexibility towards covering the work of the Business Partnering and HR Advisory team and supporting the wider HR Office.
- Experience of using HR IT systems and payroll systems

Desirable:

- Experience of Content Management and e-recruitment.
- Understanding the role of the House of Lords as both an employer and as the second house of Parliament in the UK.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL5 (£27,494 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £31,988. Higher starting pay and market sector allowance up to £5,000 may be available for exceptional and experienced candidates. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of six months.

Term and hours

One post is permanent, and one post is fixed term until 31 May 2023 with the possibility of extension and/or permanency.

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working

- Job-share
- Compressed hours
- Home working (2-3 days a week)

If you are selected for interview, please inform the panel of the days/hours you are available to work.

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

We welcome and encourage job applications from people of all backgrounds. For this role we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and ethnic minority candidates and candidates with disabilities.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications. Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting. Please see the National Security Vetting booklet for further information. In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 10am on Monday 4 July 2022.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Telephone enquiries

If you wish to find out more information about this post, please contact Sofina Khanom 0207 219 7288 or Rashana Ali on 020 7219 4478.

No recruitment agencies please.