**Job Description**

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| **Job Title:****Function:****Reports to:**  | Regional People AdvisorPeople TeamPeople Business Partner |
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**The role**

The Regional People Advisor is responsible for providing commercial People advice to colleagues across the group in accordance with Company policies and employment legislation, providing sound advice on policy matters associated with the full HR lifecycle. This role will actively promote a culture of best practice and consistency in all people areas, and contribute to People strategy and projects as the function develops.

Key Accountabilities include;

* Confidently manage employee relations cases consistent with internal policies, processes and current legislation.
* Keep employee relations tracker fully up to date to be able to report on key trends.
* Act as a coach to line managers, providing them with the advice, guidance, support, skills and tools to proactively manage their teams effectively at a practice level, and keep formal ER levels at a minimum.
* Work with line managers to identify and implement initiatives to improve the performance, attendance and conduct of their teams .
* Work collaboratively with People Advisors and People Partners to identify opportunities for training and development of PM populations on employment law, policies and processes, and deliver training workshops as necessary.
* Play a key role in ensuring that there is a culture of strong, compassionate, empowered managers .
* Able to challenge managers where necessary in order to manage cases effectively and deliver the right messages to our colleagues.
* Contribute to ensuring people policies and colleague handbook are up to date and suited for the company’s needs, ensuring that we always satisfy the principles of our governing bodies e.g. GDC, CQC.
* Identify, oversee and deliver specific projects as required e.g. colleague surveys, absence management tools.
* Work closely with the People Coordinators to ensure all administration of the People Life Cycle is completed correctly and within agreed SLA’s.
* Act as mentor to the Regional People Coordinators and be integral to their professional development by delegating appropriate tasks effectively.
* Keep up to date with Employment Law and legislative changes.

**Skills and Experience** *(split by essential and desired)*

Essential:

* Proven track record of managing high volume and complex cases.
* Experience of building relationships and acting as a trusted partner to stakeholders.
* A thorough understanding of HR processes and employee lifecycle, ideally within an M&A-driven business.
* Experience of working within a fast-paced, progressive, multi-site environment.
* Drive to constantly review and lead on delivering best practice.
* Confident, effective communicator at all levels.

Desirable:

* Previous experience of working within a regulated healthcare setting.

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| **Date:** April 2024 |  |  | **Prepared by:** | Lara Brewood-Green |
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