



HR Advisor (part-time)

Job Description and Person Specification

March 2023



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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now run programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 20,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such, we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	HR Advisor
Remuneration:	Up to GBP £30,000 (dependent on experience)
Work Hours:	Three to five days per week depending on the skills, experience, and preferences of the candidate.
Duration:	Part - Time
Location:	Manchester, UK (hybrid working available)

Do you have extensive knowledge of human resources and employment law, the ability to advise managers on day-to-day HR Operations, identifying gaps and ways to tweak our current policies and procedures?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

As our HR Advisor, you will be providing utmost support to managers and employees, guiding them, and advising on solutions to improve UK-Med's current HR policies and procedures.

You will also work closely with our Head of HR Partnering to deliver and develop HR Objectives, guide them, and give them constant robust advises. Providing feedback related to employee relations, payroll, recruitment, production of data and overall HR management.

You will be actively contributing to reviewing and implementing new policies, procedures, and practices in line with legislation and best practices.

Our ideal HR Advisor will have outstanding experience in employee relations, improving HR processes and significant experience in developing and training employees and management.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference.

How to apply

To apply, please submit a **current CV and a supporting letter** (no more than 2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **21st of April 2023**

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

HR Advisor

Job Title	HR Advisor
Reports to	Head of HR Partnering
Duration	Permanent Contract
Hours	Part-time (60% of full-time – worked over 3-5 days)
Place of work	Manchester, UK

Purpose of role

To provide excellent HR advice to managers and employees and support HR processes.

Key responsibilities

General

1	Act as a first point of contact for employees, providing advice and support on HR-related queries.
2	Work with the HR Officer to ensure the effective implementation of performance management across the organisation
3	Maintain accurate and up-to-date records, ensuring that all employee data is handled in accordance with data protection legislation
4	Contribute to production of data for management information.
5	Support Equality, Diversity and Inclusion Initiatives
6	Support employee voice, communication and engagement initiative
7	Support HR projects, providing professional HR input

Employment Relations Casework

8	Manage employee relations cases, including disciplinary and grievance procedures, ensuring they are handled fairly and in accordance with company policies and procedures.
9	Support and advise managers with informal stages of performance, discipline, and grievance concerns.
10	Conduct investigations as required for grievance, disciplinary and safeguarding cases.
11	Support and advise colleagues who are acting as investigators in cases.
12	Prepare investigation reports as required.
13	Advise casework decision-makers as required.

Management Support and Development

14	Act as a first point of contact for managers, providing advice and support on HR-related queries.
15	Coach managers in their people management role.
16	Develop and contribute to management training and resources to ensure consistency and quality of management.
17	Identify trends in management challenges to inform strategic development of support.
Health and Wellbeing	
18	Work with the HR Officer to ensure that an effective return to work process is in place following sickness absence.
19	Advise managers on how best to support staff will wellbeing or health concerns, working towards a fully healthy and happy workforce.
20	Ensure that there is an effective, compliant and consistent approach to flexible working across the organisation and that requests are handled in line with law and good practice.
21	Support managers in addressing health and wellbeing concerns around staff, including wellbeing interventions, management support, and occupational health processes.
22	Identify ways of improving wellbeing and propose developments.
Health and Safety	
23	To maintain and support health and safety systems and processes for compliance.
Finance	
24	To undertake finance administration in line with policies and procedures.
Safeguarding	
25	Play a key role in supporting the implementation of the Safeguarding Policy through case management and investigations.
26	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
27	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
31	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
32	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
33	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
34	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.

35	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
36	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects, and programmes of work.

Person Specification

HR Advisor

Qualifications / Professional Memberships		
1	HR professional qualification e.g. CIPD Level 5 or above	Essential
2	Relevant academic qualifications e.g. in Human Resource Management, international development, emergency response or humanitarian aid	Desirable
3	Membership of HR professional bodies	Desirable
Knowledge, Skills and Experience		
4	A thorough understanding of UK HR good practice and employment law	Essential
5	Experience of managing Employment Relations cases	Essential
6	Excellent attention to detail	Essential
7	Experience of delivering high standards of customer service.	Essential
8	Able to handle sensitive information with confidentiality and tact	Essential
9	Excellent interpersonal and team working skills	Essential
10	Good IT skills, including use of Microsoft Word, Excel and database systems	Essential
11	Excellent verbal and written communication skills.	Essential
12	A basic understanding of the WHO Emergency Medical Team Initiative	Essential
13	Previous experience in the humanitarian and/or health sector	Desirable
14	Previous experience undertaking HR and/or recruitment processes.	Desirable
Personal Attributes		

15	A personal commitment to supporting positive employee experiences and wellbeing	Essential
16	A positive and flexible approach to problem solving	Essential
17	Resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
18	Highest standards of integrity and professional conduct	Essential
19	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
Practical requirements		
20	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
21	Willingness and suitability to deploy internationally with our response teams in an operational support role	Desirable

Key terms and benefits

Salary:	Up to GBP £30,000 gross annual depending on experience
Working hours:	Three to five days per week dependent on the skills, experience, and preference of the candidate.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution with 5% employee contribution to a specific defined contribution scheme
Deployment:	You must be able to deploy anywhere in the world on short notice and agree to undertake medical assessments to confirm this fitness
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	Appropriate professional Qualification/Membership
Term of contract:	Part – Time.

UK-MED

Building a world
prepared to help