

Job Summary

Job title: HR Adviser (Mat Cover 9months Sept 23 – June 24)	
Organisation: Catalyst is a charity - Supporting wellness together, we promote people's mental health, physical health and overall wellbeing by providing support to the whole person in Surrey and surrounding area.	
Main purpose of job: To provide support and advice to the organisation on any HR issues	
Department: <i>People and Culture</i>	Location/Branch: Guildford 3 days/ Hybrid 2 days
Role reports to: <i>People & Culture Manager</i>	Hours: 35 hours per week Mon – Fri 9-5 with 1 hr for lunch
Length of contract: 9-10 mth contract	Salary: max £29,500

Job Summary

Working within the People and Culture team, this role will:

- Advising and guiding line managers on best practice when dealing with a wide range of HR issues
- Dealing with a wide range of employee relations issues, from sickness to AWOL
- Working with the People & Culture Manager on a variety of projects and rolling these out across the group
- Becoming a trusted advisor within the organisation

Are you looking for a more generalist role, have you worked as a specialist role as Benefits or Employee Relations, then this could be the role for you.

What can you expect, is a dynamic, fast moving growth organisation, working within a change programme for Organisational Design. We work flexibly to support our employees get a better work life balance.

What we expect is a can-do attitude, professional curiosity, ability to prioritise and open communication.

You will be able to follow process, make suggestions for improvement and drive the processes forward.

Disclaimer: We work with several purposes, which will each have a number of accountabilities to clearly define the tasks of the role

General terms of reference:

In carrying out the above accountabilities the post holder will:

- Work collaboratively across the organisation to offer support to all main functions.
- Be committed to the role and support Catalyst to be the most efficient it can be.
- Be someone who believes in fairness and conducts themselves with integrity.
- Work flexibly across operational sites, including working from home arrangements in agreement with your line manager, as needed which may include evening and weekend work.
- Be motivated to improve personal performance, outcomes, contribution, knowledge and skills.
- Be professional when partaking in Management, Trustee Board and other work-related team meetings; appraisals, workforce development and supervision processes.
- Keep abreast of developments in services, legislation and identify good practices where appropriate.
- Contribute to supporting safe systems of work and a safe environment for all staff on site or working remotely.
- Represent Catalyst at external agencies/meetings and support our values and the culture of Catalyst.
- Assist in ensuring GDPR compliance throughout the service.
- Adhere to health and safety compliance, ensuring prompt and accurate record keeping.
- Adhere to confidentiality policy.
- Undertake other duties appropriate to the grade of the post.

This post is subject to a Disclosure and Barring Service (DBS) check at a basic level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.

Person Specification		
Factor	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • 		
Relevant experience <ul style="list-style-type: none"> • 		
Aptitude, skills and abilities <p>Articulate communicator, both written and verbally</p> <p>Able to prioritise work and task related to purposes of role</p> <p>Clear processing and communication of work flow</p> <p>Create new opportunities and review existing opportunities against strategy</p> <p>Able to use skills to encourage support with Community, Fundraising events across a broad spectrum of the organisation.</p>		
Disposition <p>Go the extra mile and problem solve to deliver role</p> <p>Professional curiosity to encourage continuous improvement for development of self and of the organisation.</p>		