

Job title	HR Advisor
Reports to	HR & Payroll Manager

1. Purpose and Scope

To support the HR & Payroll Manager in delivering a proactive HR service, providing consistent and professional HR guidance across all departments and ensuring alignment with HR Strategy and Business Plan priorities.

To provide consistent support to the Airport and assisting in the implementation of programmes of work which support and enable this.

2. Key Accountabilities and Role Outputs

- To manage employee relations caseload including disciplinaries, grievances and formal absence.
- To apply HR and business knowledge as required, evidencing appropriate decision making skills.
- To advise managers on terms and conditions of employment.
- To promote and share best practice with managers and staff.
- To develop HR policies and procedures.
- To provide first line advice on current and existing benefits for employees and managers.
- To support the HR & Payroll Manager with HR projects.
- To provide advice on and manage recruitment and selection processes, including writing job descriptions and preparing interview questions and application forms, etc.
- To deliver in-house training programmes.
- To continuously monitor and review HR policies and processes and suggest changes where necessary.
- To support change management processes.
- To support the Airport's initiatives.
- To collate and report key management information and statistics.
- To assist with the referencing and vetting of staff and applicants.
- To record and collate absence information.
- To present information in report format.
- To take minutes at formal meetings.
- To ensure a detailed and comprehensive filing system (electronic and manual) is maintained.

- To conduct job evaluations.
- Advising on performance management matters.
- Managing employee relationships, responding to queries or problems and managing expectations.
- Handling all HR matters reliably and in accordance with legal requirements.
- To work collaboratively with other departments across the Airport, lending support in operational areas if required.

3. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout both Cardiff Airport and St Athan. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored;
- our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- it shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • CIPD Level 5 qualification • Good general level of education. 	
Experience	<ul style="list-style-type: none"> • Previous HR Generalist experience. • Evidence of constructive relationships with colleagues and stakeholders across organisational boundaries. • Ability to manage sensitive situations with diplomacy, including trade union meetings 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of HR systems. 	<ul style="list-style-type: none"> • Knowledge of Payroll systems.
Skills	<ul style="list-style-type: none"> • Strong customer service and problem solving skills • Ability to work autonomously or as part of a team. • Strong influencing, persuading, negotiating and coaching skills. • Excellent planning and organising skills with a track record of achieving tasks and projects to challenging deadlines. 	
General	<ul style="list-style-type: none"> • To work flexibly when required. • To maintain strict confidentiality. • A consistent and fair people advocate. 	



	<ul style="list-style-type: none">• Ability to identify with, and promote, the Airport's Values.• A strong commitment to the principles of equality, diversity and inclusion.	
--	--	--

Employee Signature: _____ **Date:** _____