

# Information Pack

HR Advisor

Development role within growing People and Culture Team

To discuss the post informally,  
please contact:

Stevie Scott, Director of People and Culture  
on 01482 240200



# Job Description

**JOB TITLE:** HR Advisor (Development Role)

**LOCATION:** The post holder will predominantly be based at the Group head office at Wellington House, 108 Beverley Road, but may be required to work at various sites and travel within Hull.

**SALARY:** £24,000 per annum

**HOURS:** Up to 37 hours per week to be worked flexibly to meet the needs of the organisation which may include evenings, weekends, or public holidays.

**REPORTS TO:** Director of People and Culture

**KEY RELATIONSHIPS:** Director of People and Culture, HR Officer, HR Administrator, Project Assistant, Social Care Trainer, Registered Manager

## **OVERALL PURPOSE OF THE JOB**

Working together with the Group People team, the postholder will provide Wellington Care with a comprehensive personnel service for both employed staff and managers. They will co-ordinate and ensure implementation of all personnel policies and practices, which comply to current legislation and respond to the diversity of service delivery.

This is a development role for an individual wanting to advance their career development. This includes support to achieve a Level 5 CIPD People Professional qualification.

## **ROLE RESPONSIBILITIES**

### **Working collaboratively with Team Managers and Registered Managers to deliver effective HR support in a responsive manner in line with current legislation:**

- Partner with team leaders to identify HR needs and provide tailored support.
- Ensure all HR practices comply with the latest employment laws and regulations.
- Assist in the development and implementation of HR policies and procedures.

### **Managing and supporting all Employee relations issues, including managing absence, disciplinaries, grievances, and sickness:**

- Provide guidance and support on handling employee absences, ensuring a fair and consistent approach.
- Support investigations and hearings for disciplinary and grievance matters.
- Support the implementation of strategies to reduce sickness absence and improve employee wellbeing.

### **Recruitment and retention: managing talent and succession planning; taking overall responsibility for recruitment activity:**

- Oversee the full recruitment cycle from job postings to onboarding.
- Support strategies to attract and retain top talent.
- Work with the Marketing and Communications Team to promote recruitment opportunities and improve employee engagement.

### **Works collaboratively with social care trainer to ensure effective induction and onboarding:**

- Coordinate with the training team to design comprehensive induction programs.
- Monitor and evaluate the effectiveness of onboarding processes.
- Ensure new hires receive the necessary training and support to succeed in their roles.

**Line Manages HR admin:**

- Supervise and support HR administrative staff, ensuring efficient workflow and high-quality service delivery.
- Delegate tasks and provide training to develop the skills of the HR admin team.
- Conduct regular performance reviews and provide feedback to HR admin staff.

**Work towards a Level 5 CIPD People Partner qualification**

- With support from the organisation and your wider team, you will complete and work towards gaining qualification in HR / People functions.
- Keep up with the latest CIPD trends and access available opportunities for CPD.

**NOTES**

This job description is not intended to be exhaustive in every respect but rather to define the fundamental purpose, responsibilities, and dimensions of the role.

It is the nature of the work of Hull and East Yorkshire Mind that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

# Person Specification

Please try to give us as much evidence as possible to show where you meet the requirements of the role. This can include experience from outside of paid work such as volunteering or caring responsibilities.

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<b>Educational / Professional Qualifications:</b>	<b>Educational / Professional Qualifications:</b>
<ul style="list-style-type: none"> <li>• Minimum Level 3 CIPD qualification or equivalent HR experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 qualification in literacy</li> <li>• Level 2 qualification in numeracy</li> </ul>
<b>Skills/Abilities</b>	<b>Skills/Abilities</b>
<ul style="list-style-type: none"> <li>• Excellent IT skills with the ability to learn new systems.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to communicate effectively with both internal and external stakeholders</li> <li>• Understanding and respect of confidentiality</li> <li>• Excellent understanding of Employment Law</li> <li>• Ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• A Driver and willingness to undertake driving duties</li> <li>• Understanding of the health and social care sector including external factors and challenges faced within the sector.</li> </ul>
<b>Experience</b>	<b>Experience</b>
<ul style="list-style-type: none"> <li>• Comprehensive experience of working within a HR setting, including but not limited to recruitment, onboarding, development, performance management, grievances and disciplinaries.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the health and social care sector.</li> </ul>
<b>Character and personal attributes</b>	<b>Character and personal attributes</b>
<ul style="list-style-type: none"> <li>• Enthusiastic with a high degree of personal motivation</li> <li>• A commitment to the aims and values of Wellington Care</li> <li>• Ability to work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to professional development including undertaking CPD</li> </ul>

# Overview of Hull and East Yorkshire Mind

Hull and East Yorkshire Mind has been supporting people with mental health problems across Hull and East Yorkshire for over four decades.

We are an independent charity governed by a group of local trustees, affiliated to the Mind network made up of over 130 organisations across England and Wales. The network delivers services, campaigning and gives a voice to people with mental health problems, their families, carers and community. Hull and East Yorkshire Mind is also a housing association.

Our **VISION** is that we won't give up until everyone experiencing a mental health problem gets both support and respect.

Our **MISSION** is to work with partners to intervene as early as possible, providing advice and support to empower and give hope to anyone experiencing a mental health problem. We campaign locally to improve services and reduce stigma and discrimination. As an organisation, we pride ourselves on our values and beliefs:

## **WE BELIEVE:**

- Everyone has mental health: there is no place for stigma.
- Everyone deserves the chance of a fulfilling life.
- Lived experience is powerful and can generate hope.
- Spaces where everyone can feel supported and safe, not judged but respected, are vital.
- Everyone brings something valuable to the work.
- We can effect change and will do everything in our power to improve lives.

## **WE VALUE:**

- **Being Human** – connecting meaningfully with one another creating relationships which help people to flourish.
- **Mind and Heart** – using our intelligence, stories, skills and life experience to show that we care and to make a difference.
- **Being Brave** – even in the face of uncertainty staying positive and boldly developing new things.
- **Travelling Together** – side by side with others, being kind and, through empathy, nurturing belonging.
- **Strong Foundations** – drawing on our history and learning to build reliable systems that work well without being over engineered.

# Our Model of Mental Health Care (REACH)

At Hull and East Yorkshire Mind we believe it's important to understand what good mental health care looks like. This is more than just understanding the services we deliver, it's about the important elements common across all of our work that help us to understand why we work in the way that we do.

Different organisations have different priorities. We have defined ours using a simple framework that includes Relationships, Environment, Activity, Compassion and Hope. We call this REACH.

## Relationships

Trusting, caring relationships are a core foundation of our mental wellbeing. To believe we are cared about we need to feel a human connection. Too often public services focus on maintaining artificial boundaries between those delivering and receiving services to the detriment of both sides. We use some common sense with our professional boundaries; if somebody wants a hug we give them one and if somebody wants to hear about our holidays we share what's appropriate. We expect our team to genuinely care for the people they are working with and, if that's not possible, conversations to be had early on about where the problem lies.

## Environment

For those visiting our offices and community groups through to people living in our housing, a poor environment encourages poor mental health. If people feel safe, secure and valued they are much more likely to stay well and recover faster. We need to make sure the physical spaces and 'atmosphere' are welcoming. Where possible we need shared spaces and avoid cutting ourselves off in the 'staff offices'. We expect everybody working in our housing to be conscious that these are peoples' homes we are working in and be conscious of how our behaviour impacts on the environment.

## Activity

We know that physical activity is vital to our health and wellbeing and that this is often overlooked when considering mental health care. We also know that activity includes many forms of occupation and how important having a role in society is for most of us. Without it we too easily lose our sense of self and worth and any intervention that doesn't address this vital area will always be temporary. All of our services will encourage paid work where possible, voluntary work where not and mainstream learning where appropriate. Our groups, information line and activities will promote physical exercise and the benefits this bring to mental health.

## Compassion

Sometimes we're just too hard on ourselves. We see media portrayals of what 'normal' is supposed to be and beat ourselves up because we don't think we meet the standard. We need to get much better at showing compassion, not just to others around us, but also to ourselves. Sometimes it's OK to be different. People using our services come with all sorts of stories and histories. We want our compassionate approach to run through everything we do, from how we answer the phones to replying to emails and one-to-one interactions. To work at Mind, whatever job you are doing, you have to be able to show you care for the people we are here for.

## Hope

Without a genuine belief that things can improve we get stuck and lose motivation. We all need positive role models in our lives and they should be a core part of any service we want to deliver. This isn't always easy and when somebody is acutely unwell it can be difficult to find the hope in what might seem a hopeless situation. Our job is to find that hope and help others see it. We must never shy away from this no matter how difficult it might seem.

# Summary of terms and conditions

## 1. Probationary Period of Service

All new staff will undergo a probationary period which will generally be the first six months.

## 2. Disclosure and Barring Service (DBS)

It is a condition of employment that all staff have a DBS Disclosure at the appropriate level which will be paid for by Hull and East Yorkshire Mind. However, we reserve the right to deduct the cost of the disclosure if an employee leaves within 6 months.

## 3. Hours of Work

As per your contract of employment. All hours to be worked on a flexible basis to meet the needs of clients and the organisation. Staff who work more than six hours per day will take an unpaid lunch break of not less than 30 minutes.

## 4. Pay

No automatic annual increments are payable except for any cost-of-living increase which may be awarded to all employees at the absolute discretion of the Executive Committee.

## 5. Annual Holidays and Holiday Pay

Annual holiday entitlement with pay is 25 working days for full time staff and on a pro rata basis for staff working part time. In addition, paid leave will be granted for all bank holidays (on a pro rata basis for part time staff) in each year.

## 6. Payments During Sickness/Injury

Company sick pay comes into effect upon successful completion of probation. Staff who are absent from work for reasons of sickness, or injury sustained whilst carrying out their duties, will receive full company sick pay for up to 6 weeks, followed by 2 weeks at half pay in a 12-month period.

## 7. Pension Scheme

Under the Government pension regulations all eligible staff will be automatically enrolled into the Company Pension Scheme currently provided by Aviva. Staff contributions will be in line with the minimum percentage of gross basic earnings set by the Government. The employer contribution will be 3% of gross basic earnings. Additionally, staff who are either non eligible or not entitled, under the regulations, may join the scheme and the same contribution levels would apply.

## 8. Subsistence and Travelling Expenses

Subsistence and travelling expenses are paid at rates determined by Hull and East Yorkshire Mind. Staff who work from home will have the first 10 miles deducted from their daily mileage claim.

## 9. Trade Union Membership

Employees have the right to join or not join a Trade Union.

# Overview of Wellington Care

Founded in 2017, Wellington Care has been supporting local people to become independent for over 5 years. As a new organisation, we strive to be the best that we can be, supporting individuals with poor mental health, and other complex needs.

As an independent provider of specialist care and support, we believe that everybody should have the opportunity to realise their full potential and become as independent as possible.

We support adults across Hull and East Yorkshire with all aspects of their daily lives, including offering safe and welcoming living environments with around the clock care, as well as additional support within the community.

At Wellington Care, we are a passionate and committed team who go the extra mile for the people who benefit from our support.

Wellington Care is wholly owned by Hull and East Yorkshire Mind.

## **Our Aims and Objectives:**

- To be a leading health and social care provider, focusing on supporting people with severe and complex mental health and other additional needs such as a learning disability, autism or behaviours that may challenge.
- To be a person centred and needs led organisation that will meet the holistic needs of a person to empower them to live as independently as possible.
- To support people to enable them to lead a positive and fulfilling life and achieve personal goals and ambition. This includes supporting everyone to go above and beyond their own vision of capability.
- To be the employer of choice within the communities we work in.

## **Our Mission:**

Our mission is to empower individuals to achieve their hopes, goals and aspirations so that they can live a positive, fulling and independent life.

## **Our Underlying Principles are:**

- We respect the individual
- We act with the highest standards of integrity, honesty and commitment
- We always strive to do the best we can in everything we do
- We focus on people's strengths and abilities
- We work together, and in partnership, with individuals
- We support and encourage innovation and creativity



