

## Job Description

<b>Title:</b>	Senior HR Advisor
<b>Responsible to:</b>	CEO
<b>Department:</b>	CEO's Office
<b>Location:</b>	Bath (including home working during Covid restrictions)
<b>Hours:</b>	37.5 hours per week (Minimum of 30 hours per week considered)

### About Designability

Designability is an independent, national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere. We create great looking, easy-to-use products that go beyond basic functionality and we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop products in response to specific needs, in the hope that our products will inspire new markets to blossom.

Designability is an independent, national charity based in Bath. Our creative and inspiring team of around 30 people includes engineers, technicians, product designers, occupational therapists, fundraisers and administrators.

### Purpose of the role

The purpose of this role is to provide a proactive and effective HR service to the Designability team to enable the aims of the organisation to be achieved.

This includes providing advice, support and training to all levels of managers and staff on key HR policies and processes, to build credibility and ensure that the team are informed and up to date with key people practices. The role will also be responsible for identifying development opportunities for staff in order to enhance their performance and retain their skills.

One of our partners, the University of Bath, provides Designability with payroll services, recruitment support and HR advice as and when required. This post is the key liaison point and the role holder would be expected to build an effective partnership with the University of Bath HR and Payroll teams to ensure timely delivery of services and support.

## **Responsibilities:**

- To provide advice and guidance to line managers and staff on the application and interpretation of HR policies and procedures.
- Review and develop HR policies and processes ensuring they are fit for purpose, kept up to date, and understood and followed by staff
- Procure, implement and maintain a HR records database that is compliant with GDPR.
- Advise and support managers and staff on all HR matters such as recruitment, re-organisation, performance management and personnel matters, linking in with the University of Bath HR team when appropriate.
- Manage the recruitment process from scoping the role with the line manager through to the appointment and induction of the successful candidate(s).
- Develop and implement an induction and onboarding programme for new staff
- Ensure all necessary checks have taken place for new appointments including DBS
- Liaise with the Finance Officer providing up to date information, so that they can submit timely and accurate monthly payroll information to the Payroll department and ensure all staff receive accurate remuneration and other benefits
- Produce and analyse HR management information such as sickness and staff turnover routinely and exceptionally as required.
- Manage staff holiday entitlements and bookings ensuring compliance with the policy.
- Develop, implement and coordinate the performance appraisal process including the training requirements of the organisation
- Conduct and analyse an annual staff survey and provide recommendations for improving motivation, health and wellbeing when necessary
- Create and keep updated the staff handbook
- Create and manage learning and development plans for all staff, accessing University training where possible
- Assist and lead on a range of employee relations issues (e.g. grievances and disciplinaries) as and when they arise.

## **Terms of employment**

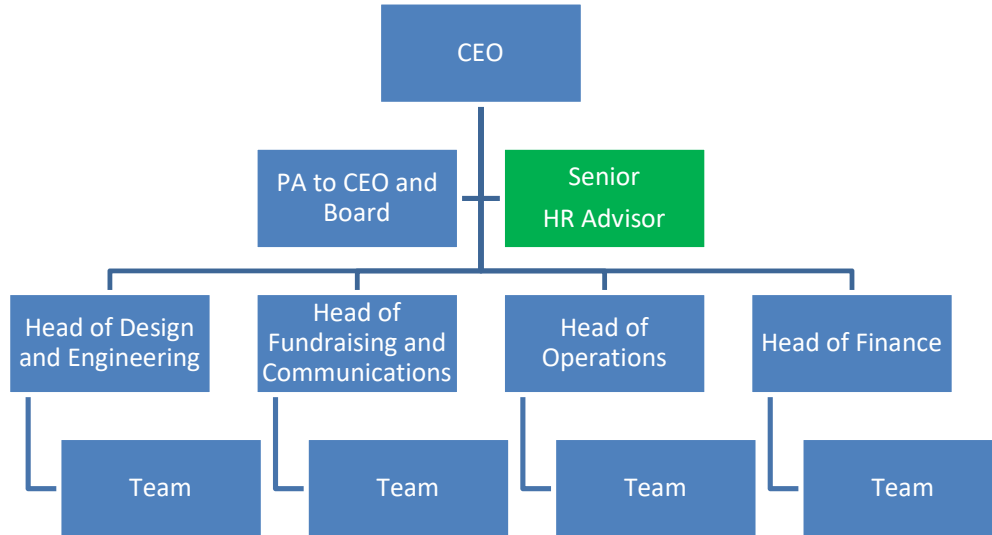
This post has a 6 month probation period

All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check would be required.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Undergraduate degree or commensurate experience in an applicable role  CIPD qualified to Level 5 / Associate Diploma or working towards it	
<b>Experience &amp; Knowledge</b>	Experienced in providing excellent, high quality HR generalist services throughout the entire employment life cycle	Experience of working in the charity sector
	Worked effectively with a HR information system, managing data relating to all aspects of the employee life cycle	
	Excellent working knowledge of Microsoft Office applications	
	Excellent understanding of current employment legislation and best practice, and confident in sharing and applying this knowledge on a practical level	
	Thorough understanding of the principles and requirements of GDPR and how they relate to communicating, storing and processing employee data	
<b>Skills</b>	Strong interpersonal skills and integrity, able to communicate well with others and quickly build credibility	
	Excellent written and oral communication skills. Numerate and able to interpret data and trends	
	Effective time manager, organised and focused on delivery	
<b>Attributes</b>	Work well under pressure and can plan and prioritise work to manage a busy and varied workload and meet tight deadlines	
	Willing to work at all levels and adaptable to the situation or task in hand.	
	Accuracy and attention to detail and a highly professional approach	
	A self-starter and team player, able to demonstrate high levels of initiative and motivation whilst working closely with other members of the Designability Management team.	
	Willing and able to take personal responsibility, and learn new skills and systems	
	Thorough, and committed to doing things properly	

## Team Structure



## Benefits that come with working for Designability

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence.

To find out what benefits we currently offer to our team, please visit:

<https://designability.org.uk/benefits-that-come-with-working-for-designability/>