

HR Advisor – Job Description

Role Purpose:

The HR Advisor is responsible for acting as the first point of contact to provide support and guidance to line managers, and other employees, on all HR policy, procedures, and employee relation matters. To deliver a range of HR services enabling a high-quality employee experience and high performing workforce.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

HR Delivery

- To share knowledge and expertise on Company policies, employment law, learning & development interventions and best practice with line managers, employees and the wider HR team. This will be done through a variety of formats such as Company communications, face to face/virtual drop-in sessions, information/training sessions, guidance documents and one-to-one/team meetings.
- To understand the impact and consequences of HR activities and advise line managers on how to proactively mitigate against potential issues.
- To support and manage performance management, disciplinary and grievance procedures, ensuring people involved are equipped to handle ER cases for non-complex cases.
- To work collaboratively with the wider team in order to provide a high-quality HR/L&D service to all.
- To support the effective delivery of a high-quality service, through the further development of HR policies and practice, and the wider development of the team.
- To ensure legislative procedures and policy standards are understood and adhered to by managers and employees, through advice, guidance, and coaching.
- To take the lead in managing all processes relating to absence and wellbeing (such as becoming a parent, sickness, occupational health and relevant health insurances), as well as offering guidance and support to employees and line managers. This includes ensuring all recommendations are followed up and reviewed.
- To work collaboratively with the HR team and line managers on recruitment activities in line with agreed recruitment process and division of responsibilities.
- To support the continuous improvement of the service provided by the HR team through contribution to the annual People Plan and other projects as required.

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- To proactively support the HR/L&D Business Partners and act as a delegate/deputy as and when required.

Business Knowledge

- To support organisational change initiatives by being involved and supporting People Plan projects and contributing own ideas.
- To keep up to date with HR legislation and best practice to ensure that Company policies and procedures reflect up-to-date employment law, best practice and are legally compliant, and share that knowledge with the wider HR Team.
- To contribute to CPI culture by understanding and promoting company values, acting as a role model through own behaviour and practice.
- To understand CPI manager needs and implement ways of working which ensure consistency across the business.

HR Technology

- To maintain accurate record keeping within all HR systems and records. Using the HR Information System (HRIS) as a source of obtaining accurate data to inform decisions.
- To ensure we have accessible and accurate data that provides insight and adds value to decision making across CPI.
- To extract and manipulate data from the HR system and provide accurate insights to CPI through a variety of formats.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible,

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contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to Level 5 (or equivalent) in Human Resource Management.	Associate CIPD.

Competencies and behaviours	
<p>Leadership (Enabling)</p> <ul style="list-style-type: none"> Builds and leads groups, communicates a compelling and inspired vision and sense of core purpose to deliver the incredible, by arriving at an agreed schedule of work for a project, including agreed success criteria. Demonstrates commitment to common goals, integrity and trust in all dealings with colleagues and customers 	<p>Decision Making (Enabling)</p> <ul style="list-style-type: none"> Pro-actively identifies and prioritises the key issues involved to facilitate the decision making process. Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others. Makes decisions in a timely manner. Identifies the key factors in a complex problem.
<p>Communication (Influencing)</p> <ul style="list-style-type: none"> Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations. 	<p>Developing self and others (Enabling)</p> <ul style="list-style-type: none"> Supports others in their development. Is personally committed to, and actively seeks, opportunities to improve continuously.

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<ul style="list-style-type: none"> • Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment. 	<ul style="list-style-type: none"> • Is comfortable learning from the experiences of others and recognises the differing strengths of team members. • Provides honest helpful feedback to others on their performance. • Insightful about self, strengths and limitations, and how to maximise contribution.
Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> • Understands the value of establishing effective and supportive relationships, and collaborative working. • Actively listens, questions and observes body language so as to understand communication from others. • Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole. 	<ul style="list-style-type: none"> • Prioritises activities based on their impact and strategic importance. • Takes responsibility and monitors own performance. • Can articulate how their work feeds into projects. • Creates and exploits useful metrics. • Displays commitment and engagement to own work. • Pursues everything with energy, drive and a need to finish, even when faced with setbacks or resistance.

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Knowledge and Experience:

Essential:	Desirable:
<p>Working knowledge of employment law basics, with the ability to apply it practically to workplace situations.</p> <p>Experience of advising employees on HR matters.</p> <p>Significant experience of HR process and policy, particularly surrounding recruitment, absence management, learning and development and performance management issues.</p> <p>Experience of pulling, manipulating and presenting information in a variety of different formats for different audiences.</p> <p>Knowledge and experience of HR systems.</p> <p>Confident user of IT systems, particularly Word and Excel and the ability to produce reports and design presentations for a business audience.</p>	<p>Demonstrable experience of identifying and implement continuous improvements in a HR setting.</p> <p>Previous experience of leading small HR change initiatives.</p>

Signature of Job Holder	
<p>Printed name</p> <p>Signature</p> <p>Date</p>	