



International Society of Ultrasound in Obstetrics and Gynecology

Job Description: HR Advisor

Responsible to:	Director of Finance and Resources
Staff liaisons:	SMT and line managers
Status:	Part-time, three days (22.5 hours) per week
Location:	ISUOG, 122 Freston Road, London W10 6TR and / or working remotely from home due to Covid-19 precautions
Salary:	c. £35,000 pro rata

Deadline for applications: 21st September 2020

Job context

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of Obstetrics and Gynecology. The Society includes Obstetricians and Gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and well-being globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in Obstetrics and Gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Job purpose

You will support the Director of Finance and Resources in providing a robust, comprehensive and proactive HR service across the whole organisation including the co-ordination and delivery of recruitment and selection, learning and development and staff wellbeing, the updating and interpretation of policies and procedures and advice to line managers on employee relations, pay and benefits.

Main duties and responsibilities

- Coordination of the recruitment and selection process
 - Supporting managers in recruiting the right person for a role using best practice selection processes, including placing adverts, screening and shortlisting candidates
 - Taking part in the interview process and selection testing process, providing feedback to managers
 - Managing the on-boarding process including finalisation of contracts and arranging of induction sessions
- Employee relations
 - Providing full support, advice and guidance for line managers on all matters relating to employee relations, in line with ISUOG's policies and procedures
 - Providing full support, advice and guidance to line managers on all matters relating to employee performance and capability, including probation, appraisals, performance issues, disciplinary and grievance procedures and absence management.

- Policies and procedures
 - Creating, developing, maintaining, advising on and being the guardian of all HR policies and procedures
 - Updating and developing the Employee Handbook
 - Ensuring effective communication of policies and procedures to all line managers and employees
 - Ensuring the fair and consistent application of these policies and procedures throughout the organisation.

- Pay and benefits
 - Liaising with the Finance department to ensure payroll is completed accurately and on time each month and that salary payments are made on time
 - Administering any pay review, carrying out benchmarking exercises as appropriate
 - Monitoring, publicising and ensuring correct implementation of ISUOG's employee benefits including its pension scheme
 - Considering and suggesting further employee benefits to incentivise or reward staff and / or enhance staff wellbeing.

- Learning and development
 - Undertaking a training needs analysis to create an L & D programme for all staff
 - Ensuring effective delivery of the above programme
 - Monitoring and evaluating the above programme in order to inform future training requirements.

- Staff Wellbeing
 - With particular reference to ISUOG's Wellbeing policy, acting as lead on all wellbeing and mental health issues, including training for line managers

- Other
 - Liaising with ISUOG's external HR consultants for specialist advice when necessary
 - Maintaining and managing the online HR database and resource, ensuring the data is accurate, building trust in the system so it is a reliable resource for all employees.

- General
 - Compliance with ISUOG policies
 - Development of positive relationships with stakeholders
 - Performance of other duties as necessary to meet the needs of the organisation
 - Commitment to the organisation's aims and values.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder is expected to perform. The job description will be reviewed regularly and may be changed in light of experience and in consultation with the post-holder.

Person specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good first degree (2:1 preferred) ▪ Part-qualified CIPD, working towards further qualifications 	<ul style="list-style-type: none"> ▪ Fully-qualified CIPD
Experience	<ul style="list-style-type: none"> ▪ Relevant experience as an HR advisor or in a similar role, including interpretation of policies and employment law and provision of advice to line managers ▪ Demonstrable track record of making improvements and introducing new initiatives to an organisation ▪ Experience of managing employee communications, both on a workforce and individual basis. 	<ul style="list-style-type: none"> ▪ Experience of working within a charity
Knowledge & skills	<ul style="list-style-type: none"> ▪ Excellent knowledge and application of employment law ▪ Excellent knowledge of best practice HR management including recruitment and selection, learning and development, staff wellbeing, employee relations, pay and benefits, ▪ Excellent organisational and administrative skills ▪ Excellent communication and relationship-building skills ▪ Ability to advise and work with all levels, including senior management ▪ Excellent assessment skills ▪ Ability to write and update fair, relevant and coherent HR policies ▪ Understanding of confidentiality ▪ Understanding of GDPR and data protection and HR's role in this 	<ul style="list-style-type: none"> ▪ Coaching skills ▪ Knowledge of HR information systems
Personal qualities	<ul style="list-style-type: none"> ▪ Personable and people-focused ▪ Proactive and willing to act on own initiative ▪ Team player ▪ Possessing cultural awareness and sensitivity ▪ Agent of change; able to not only work within a changing environment but to lead and support others through change processes. 	
Motivation & expectations	<ul style="list-style-type: none"> ▪ Working towards an HR Manager role ▪ Committed to ISUOG's values 	<ul style="list-style-type: none"> ▪ An interest in and commitment to women's health