

# Job Description

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| Job Title | People Adviser  |
| Grade and Salary | G7: £37,923 to £39,102 per annum |
| Location | Cowley Marsh |
| Service Area / Directorate | People and Corporate Services |
| Responsible To | People Manager | Direct Reports | N/A |
| Budget (£) |  | Assets |  |
| Rehabilitation of Offenders Act 1974 | Exempt | Additional Screening | N/A |
| Candidate Screening | Not required |

This job is ‘doing good’ by

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| The purpose of this role is to lead on reducing employee absenteeism and to develop a positive culture around attendance management. The post holder will work alongside the HR team to effectively use and implement processes in a consistent way, together with identifying areas of improvement to support the business in monitoring and reducing absence levels. |

Responsibilities and main duties

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| Reporting into the People Manager role, you will provide advice and support to line managers on the management of attendance, including: * Hold all return to work meetings, document and ensure any health concerns are addressed appropriately.
* Chair First Stage Absence Meetings in accordance with the Attendance Management Policy and Procedure.
* Process Occupational Health referrals via the online portal and conduct follow up meetings with the employee and line manager.
* Monitor and track absence cases, ensuring dates and targets are monitored effectively.
* Track and compile regular attendance reports using the internal HR system, sharing with the People Manager and wider HR team.
* Conduct welfare meetings with the employee and line manager.
* Engage with our internal wellbeing initiatives and ensure a proactive approach to first signs of concerns.
* Provide consistent, accurate and timely absence related advice to employees and managers in line with internal policies and employment legislation, working closely with the People Manager to support departmental needs.
* Respond to requests in a timely manner, ensuring the correct information is provided in line with policy and procedures.
* Independently manage informal attendance cases with minimal supervision.
* To work flexibly within the HR Team and corporately to undertake any other work as required.
* Develop sound relationships with external recruitment agencies and monitor usage across ODS including financial tracking.
* Work with recruitment agencies to ensure all areas of the operations are adequately resourced and able to meet business needs.
* Proactively support the relevant service area to fill business critical roles during periods of absence.
* Track, monitor and report on recruitment agency spend vs sickness absence.
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The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

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| * Member of the CIPD or willing to work towards
* Extensive experience of dealing with employee relations issues, specifically attendance management
* Ability to work independently and take the lead role in dealing with attendance and wellbeing issues
* Experience of working with Trade Unions
* Experience of working with operational workforces
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