

HR Advisor

candidate Brief



mission statement

To offer ‘Peace of Mind through Trust and Understanding for All’



vida healthcare

Committed to providing the highest quality care for people living with dementia.

Vida Healthcare is a specialist dementia care provider based in Harrogate, North Yorkshire. Our three purpose-built care homes – Vida Hall in Starbeck, Vida Grange in Pannal and Vida Court in Harlow Carr all offer quality, person-centred care, state-of-the-art facilities and all the comforts of home.

OUR ETHOS OF CARE

**We are committed to providing quality care**

Every person receiving our service will experience quality care. It is essential to us that excellence remains at the forefront of our efforts.

**We will use the most up to date information available to us**

We will use the latest research, emerging evidence and professional literature, in conjunction with our own in-house clinical expertise to provide the highest standards of care.

**We will always respect and protect the rights of our service users and deliver high quality, compassionate care**

Through a comprehensive induction and ongoing training programme, our staff will have a clear understanding and respect for the core values which underpin the care and support we provide; respect, dignity, fairness, equality and autonomy.

**We will approach our duties within Vida Hall, Vida Grange and Vida Court with sensitivity and respect**

We will aim to adapt our ways of working whenever possible to cater for people’s needs and routines. We will respect our residents’ privacy and involve them in decisions which affect day to day living within the home.

**We believe the employees of Vida Healthcare are its greatest asset**

Vida Healthcare supports its staff to meet their personal responsibilities in relation to the knowledge and accountability for their own practice. We are committed to providing ongoing staff supervision and appraisals, structured training programmes and individual training objectives to allow for professional growth and development.



Job Description

HR Advisor

**Reports to:** HR & Payroll Manager

**Job Summary**

To assist the HR & Payroll Manager in ensuring that all staffing issues are dealt with in an efficient and effective manner, providing employee advice and administrative support in addition to providing payroll with accurate monthly payroll data.

**Person Specification**

**Professional Requirements and Experience**

* Educated to at least GCSE or equivalent (English & Maths are essential)
* Minimum 3 years’ experience working within a HR Department preferable
* CIPD Level 3 (or equivalent) desirable but not essential

**Knowledge and Expertise**

* Exemplary administration and organisation skills essential
* Knowledge of relevant employee legislation and employment obligations will be advantageous, as will be knowledge of safer recruitment practices
* Excellent inter-personal skills
* Good listening and communication skills
* Capable of prioritising a busy and varied workload
* Flexible, can-do attitude
* IT competent; MS Office, Databases and Email essential
* Experience of taking minutes at meetings would be advantageous

**Responsibilities**

* Support employees and managers in all areas of HR related issues, providing accurate and timely advice
* Absence management, highlighting any areas of concern to the HR & Payroll Manager
* Obtaining medical records where appropriate and liaising with Occupational Health Professionals in order to arrange employee assessments as required
* Assist in disciplinary and grievance matters, maintaining positive relationships with all parties, strict confidentiality and impartiality throughout
* Assist in developing HR policies and procedures
* Ensure all necessary processes are completed for onboarding new starters
* Update and maintain employee files and databases to include; absence, appraisals, DBS, Right to Work status, personal details, qualifications, maternity, paternity etc. (this list is not exhaustive)
* Support the HR & Payroll Manager in drafting and formatting relevant company policies as and when required
* Advise employees on, and administering maternity, paternity, adoption, shared parental and other family friendly leave and pay
* Produce accurate reports and analysis as required to the HR & Payroll Manager and Board of Directors
* Assist the HR & Payroll Manager in checking monthly submission of hours worked, overtime, holiday pay, absence etc. as and when required
* Minute taking as required
* Participate in specific HR projects as required

**Data Protection**

* The Company’s Data Protection Policy is available on the Vida Policies platform. All job roles within Vida Healthcare are required to adhere to the Company’s Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the Company’s Data Protection Policy may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

**General requirements**

* Adhere at all times to Company Health and Safety Policies and maintain a clean, uncluttered, and safe environment for residents, members of the public, and staff.
* Adhere at all times to Company Policies relating to Conduct including Confidentiality Policy, Smoke-Free Policy, Standards of Attendance, Appearance, and Behaviour.
* Take responsibility for their own ongoing learning and development in order to maximise their potential.
* Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those that one comes into contact with in the course of one’s work in a pleasant, courteous and respectful manner.
* Staff at Vida Healthcare will share the Company’s values and commitment to providing the highest quality, compassionate care.
* The HR Advisor, along with all other roles within the Company, carries the responsibility for safeguarding and promoting the welfare of our residents.

*This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically in light of the needs of the Company.*

what we offer

Hours and salary

* 30,597 hours per annum
* 40 hours per week

Membership of a workplace pension scheme (where eligible)

Salary sacrifice schemes (where eligible)

* Cycle to work
* Pension

Staff referral scheme

Employee Assistance Programme

* A free, confidential health and wellbeing service for all of our employees and their immediate families

Healthcare Cash Plan

Blue Light Card

* The discount service for the emergency services, NHS, social care sector and armed forces, providing members with thousands of amazing discounts online and on the high street

Free on-site parking

Excellent working conditions and environment

Free access to Vida Academy

* We support all our staff, from new starters right through to senior managers, to learn and develop in their role. Vida Academy promotes lifelong learning across the organisation and establishes our staff as dementia ambassadors

how to apply

All candidates must complete our application form, which can be downloaded from our website, including a personal statement outlining how they meet the requirements for the role.

To provide false information is an offence and may result in your application being rejected, any offer of employment being withdrawn, or summary dismissal if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.

Closing date for applications is 9 am on Monday the 14th of July 2025

Interviews will be held the following week

**Candidates must have the right to work in the UK as we cannot offer sponsorship for this role**

We reserve the right to close the vacancy if a suitable candidate is identified during the recruitment process.



We look forward to receiving your application.