





Employee Relations Specialist

	Full time, 37.5 hours per week. 3 month contract.
	Reports to Employee Relations and Workforce Governance Lead, no direct reports.
	Basic DBS check
	CIPD level 5 qualification

Purpose:

The Employee Relations Specialist supports operational managers in managing employee relations cases, including disciplinary, grievance, and AWOL matters, ensuring consistent policy application and a positive working environment.

Bringing expertise in employment law, the role ensures compliance while providing confident, end-to-end case management support. Trusted relationships with managers are key to delivering practical, solution-focused advice.

You'll have significant experience in an employee relations role, ideally within the care sector, with a strong understanding of the regulatory landscape and its impact on ER matters.

Objectives:

- **Case Management:** Provide expert guidance and support to operational managers on employee relations cases, including disciplinary actions, grievances, and AWOL cases.
- **Policy Application:** Ensure consistent application of company policies and procedures in all employee relations matters.
- **Investigation:** Conduct thorough investigations into employee complaints and issues, documenting findings and recommending appropriate actions.
- **Advisory Role:** Serve as a trusted advisor to managers on best practices for handling employee relations issues, ensuring compliance with legal and regulatory requirements.
- **Conflict Resolution:** Facilitate conflict resolution and mediation sessions to address and resolve workplace disputes.
- **Documentation:** Maintain accurate and detailed records of all employee relations cases and actions taken.
- **Training:** Provide training and support to managers on employee relations policies and procedures.
- **Reporting:** assist in the preparation of reports on employee relations activities and trends to senior management.
- **Risk management:** Identifying legal risks and ensuring compliance with laws and regulations relating to employee relations.

- **Process:** Coordinating and supporting the performance management process

Key Relationships

- Head of People and Workforce Governance.
- Employee Relations and Workforce Governance Lead, line manager.
- People Partners.
- Operational Area Managers and Locality Managers.
- Heads of support functions.
- People Service Centre.

FUNCTIONAL SKILLS



TECHNICAL SKILLS



BEHAVIOURS



COMPETENCIES

