



Falkland Islands Government - Job Description

Job Title:	Human Resources Advisor
Department:	Human Resources Department
Reports to:	Human Resources Manager
Grade:	FIG Grade – D2 Job Code:

Job Purpose

The Human Resources Advisor provides professional HR advice and guidance to managers and employees across the organization. The post holder will support the delivery of effective and consistent people management practices, ensuring compliance with FIG policies, employment legislation and organisational values. The role works closely with managers to resolve employee relations matters, support change initiatives and contribute to the continuous improvement of HR services.

Main Accountabilities:

Employee relations and Case Management

- Manage the employee relations procedures whilst providing advice and guidance to people managers on matters including discipline, grievance, sickness absence, performance management, and capability.
- Support and where appropriate, manage cases through to resolution, ensuring fairness, consistency, and procedural compliance.
- Prepare HR documentation for hearings and meetings, attend meetings as an HR Advisor, and provide professional guidance.
- Support mediation and early resolution approaches where appropriate

Policy Advice and Interpretation

- Interpret and apply HR policies, procedures, and terms and conditions, ensuring alignment with legislation and FIG code of management/standards.
- Advise managers and employees on employment legislation, best practice, and organisational policy.
- Contribute to the review, development, and implementation of HR policies and procedures.
- Working closely with colleagues in the HR team to ensure the delivery of a consistent and joined-up HR service across FIG.

Recruitment & Workforce

- Advise managers on recruitment and selection processes, ensuring fair, transparent, and inclusive practices.
- Participating in the recruitment and selection of staff by working with managers to achieve effective recruitment planning, participating in interviews,
- Manage the recruitment processes, including advertising vacancies, coordinating shortlisting, scheduling and participating in interviews, ensuring quality of documentation during the process and advising on best practice throughout. Issuing appointment documentation and managing an efficient onboarding process.
- Support workforce planning and organisational change initiatives, including restructures and consultations where required.
- Provide advice on contracts, variations, and employment changes.
- Manage the offboarding process with people managers
- Building effective working relationships with managers and staff and with other HR colleagues

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to support the maintenance and development of best practice policies and procedures.

Absence & Attendance Management

- Monitor and report on sickness absence and attendance trends.
- Support managers in managing attendance in line with policy, including long-term absence and occupational health referrals.
- Provide guidance on reasonable adjustments and equality considerations.

Performance & Development

- Advise managers on performance management processes, including probation, appraisals, and capability procedures.
- Support learning and development initiatives and contribute to building people management capability across the organisation.
- Participating as appropriate in the development and delivery of HR learning and personal development initiatives

HR Projects & continuous improvement

- Contribute to HR projects, change programmes, and service improvement initiatives.
- Support data collection, collating, reviewing, reporting, analysis and trends to inform workforce decisions.
- Maintain accurate HR records and ensure compliance with FIG data protection requirements

Administration

- Adopting a continuous improvement approach to work, to ensure that records are kept up to date; letters, guidance and templates etc. are accurate and appropriate records are maintained to auditable standards including personnel files.
- Performing a wide range of administrative functions undertaken by the HR Department in the processing of local, overseas recruitment and payroll support in order to be able to provide support to those functions as and when required.

General duties

- Act as a professional and credible HR representative within the organisation.
- Undertake any other duties appropriate to the role as required by HR Management

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

The postholder is required to understand and demonstrate the ability to work flexibly for the benefit of the HR Team and for the operation and to take on new projects and initiatives that are considered to fall within the duties and responsibilities of the job.

In addition, given the sensitivity of the role the successful candidate must maintain a high degree of confidentiality at all times.

The postholder will be required to successfully obtain and maintain the level of police vetting applicable to the position. Continued employment in this role is subject to maintaining the required clearance and adherence to all associated checks, confidentiality and integrity standards.



Falkland Islands Government – Person Specification

Person Specification:	Human Resources Advisor		
Criteria	Essential	Desirable	Assessment Method
Knowledge, skills and Experience			
5 years significant experience working in an operational HR role in a diverse and demanding environment.	✓		A/I/R
A track record of effectively managing a range of HR casework.	✓		A/I/R
Ability to deliver a high-quality HR service to tight timescales.	✓		I/R
Excellent written and verbal communication skills including the ability to present information, to persuade, influence, counsel, support or challenge people at all levels, often in sensitive circumstances, and to treat information confidentially.	✓		A/I/R
Evidence of excellent interpersonal skills and the ability to develop effective professional relationships with work colleagues, Members, the public and all other service users.	✓		I/O/R
Experience of dealing with high volumes of work in a deadline driven environment whilst maintaining accuracy and ensuring good attention to detail	✓		A/I/R
Demonstrable evidence of the ability to effectively deal with complex issues in a calm and measured manner.	✓		I/R
Highly organised with excellent administrative and time management skills.	✓		A/I/R
Ability to apply sound judgement and decision-making to find innovative solutions which meet service needs whilst within policy or procedural requirements	✓		I/R
Ability to work with ambiguity and conflicting priorities	✓		I/R
An excellent working knowledge of MS Word & Excel, and demonstrable experience of designing, developing and maintaining spreadsheets, databases, presentations etc.	✓		A/I/R
Capable of gathering relevant facts and statistics and making financial calculations for planning and other uses.	✓		A/I
Able to draft concise, effective and informative reports/briefs/minutes etc.	✓		I/R
Able to demonstrate effective active listening skills.	✓		I
A sound knowledge of HR administration procedures and associated documentation.	✓		
Experience of using HR database systems.	✓		

Falkland Islands Government – Person Specification

Person Specification:	Human Resources Advisor		
Criteria	Essential	Desirable	Assessment Method
Knowledge, skills and Experience continued			
A good knowledge of key employment practices	✓		A/I/R
Good knowledge of employment law and how to apply it effectively in an HR environment.	✓		I/R
Demonstrable line management skills	✓		A/I/R
Ability to learn quickly and champion best practice and continuous improvement	✓		I/R
A proven track record of team-focused behaviour	✓		I/R
Ability to reach appropriate decisions within field of operation.	✓		I/R
Personal Attributes			
Take a self-motivated, results-focused and proactive, approach to work.	✓		I/R
Ability to inspire confidence and trust from service users.	✓		I/R
Maintain the highest standards of confidentiality, integrity and professionalism when handling sensitive employee, organisational and personal information.	✓		
Comply with all organisational information security, data protection, confidentiality and records management requirements.	✓		I/R
Ability to introduce calm and order to any situation rather than exacerbate issues.	✓		I/R
Qualifications & Training:			
A degree (or equivalent) in a relevant subject, or substantial relevant experience		✓	A
CIPD level 5 qualification (or working towards)-	✓		A/I
Evidence of recent HR related Continuous Professional Development.	✓		A/I

Method of assessment:

A – Application Form
O - Other

I – Selection Interview
R – Reference