

## HR Advisor – Job Description

### Role Purpose:

The HR Advisor acts as the first point of contact for managers and employees, providing proactive, practical advice and guidance on HR policies, procedures, and employee relations matters. The role is central to delivering a high-quality employee experience and supporting a high-performing workforce. By building strong relationships, identifying employee relations trends, and developing learning programmes, the HR Advisor ensures HR services are effective, efficient, and continuously improving.

### Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.

### Employee Relations & Advisory Support

- Provide proactive advice to managers and employees on HR policies, employment law, and best practice.
- Support and guide managers through performance management, disciplinary, grievance, and absence processes, ensuring fairness and consistency. Providing expert advice and strong case management.
- Identify employee relations trends and risks, providing insights and recommendations to HR Business Partners to mitigate issues before they escalate.
- Develop and deliver employee relations learning programmes to build management capability and confidence in handling people matters in a timely manner.

Act as a trusted partner to leaders and managers, building strong relationships and offering practical, solutions-focused advice.

### HR Service Delivery

- Collaborate with the wider HR team to deliver a seamless HR service across the employee lifecycle.
- Support recruitment and onboarding activities, ensuring processes are efficient and aligned with business needs.
- Provide advice and guidance on visa processes and sponsorship requirements, ensuring compliance.

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- Lead on wellbeing initiatives, including parental leave, absence management, occupational health, and employee support programmes.
- Contribute to the continuous improvement of HR policies, practices, and processes, ensuring they remain modern, effective, and legally compliant.
- Provide coaching and guidance to managers and employees to embed HR policies and practices consistently across the business.

### Data & Insights

- Maintain accurate HR records and systems, ensuring compliance with GDPR and data integrity standards.
- Use HR data to identify trends, provide insights, and support decision-making.
- Contribute to the annual People Plan and HR projects, ensuring employee relations insights inform strategic priorities.
- To ensure we have accessible and accurate data that provides insight and adds value to decision making across CPI. Using the HR System to provide data and reports in appropriate format to support advice and decision making

### Collaboration & Development

- Work closely with the HR Business Partnering Team, providing support and acting as a delegate when required.
- Share knowledge and expertise across the HR team, contributing to collective development and resilience.
- Actively seek opportunities for continuous improvement in HR service delivery and employee experience.

### Business Knowledge

- To support organisational change initiatives by being involved and supporting People Plan projects and contributing own ideas.
- To keep up to date with HR legislation and best practice to ensure that Company policies and procedures reflect up-to-date employment law, best practice and are legally compliant, and share that knowledge with the wider HR Team.
- To contribute to CPI culture by understanding and promoting company values, acting as a role model through own behaviour and practice.
- To understand CPI manager needs and implement ways of working which ensure consistency across the business.

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### Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

### Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

**Direct reports:** No direct reports

### Person specification

#### Education / Qualifications:

Essential:	Desirable:
Educated to Level 5 (or equivalent) in Human Resource Management.	Associate CIPD.

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Competencies and behaviours	
Leadership (Enabling)	Decision Making (Enabling)
<ul style="list-style-type: none"> <li>Builds and leads groups, communicates a compelling and inspired vision and sense of core purpose to deliver the incredible, by arriving at an agreed schedule of work for a project, including agreed success criteria.</li> <li>Demonstrates commitment to common goals, integrity and trust in all dealings with colleagues and customers</li> </ul>	<ul style="list-style-type: none"> <li>Pro-actively identifies and prioritises the key issues involved to facilitate the decision making process.</li> <li>Seeks input from the relevant stakeholders when appropriate, considers risks, and takes accountability for the impact a decision may have on others.</li> <li>Makes decisions in a timely manner.</li> <li>Identifies the key factors in a complex problem.</li> </ul>
Communication (Influencing)	Developing self and others (Enabling)
<ul style="list-style-type: none"> <li>Comfortably employs a wide range of communication styles and approaches to suit different situations and audiences (external and internal stakeholders) in diverse situations.</li> <li>Builds effective two-way communication channels within the business area and across departments whilst maintaining credibility and securing commitment.</li> </ul>	<ul style="list-style-type: none"> <li>Supports others in their development.</li> <li>Is personally committed to, and actively seeks, opportunities to improve continuously.</li> <li>Is comfortable learning from the experiences of others and recognises the differing strengths of team members.</li> <li>Provides honest helpful feedback to others on their performance.</li> <li>Insightful about self, strengths and limitations, and how to maximise contribution.</li> </ul>

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Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> <li>• Understands the value of establishing effective and supportive relationships, and collaborative working.</li> <li>• Actively listens, questions and observes body language so as to understand communication from others.</li> <li>• Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritises activities based on their impact and strategic importance.</li> <li>• Takes responsibility and monitors own performance.</li> <li>• Can articulate how their work feeds into projects.</li> <li>• Creates and exploits useful metrics.</li> <li>• Displays commitment and engagement to own work.</li> <li>• Pursues everything with energy, drive and a need to finish, even when faced with setbacks or resistance.</li> </ul>

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### Knowledge and Experience:

Essential:	Desirable:
<p>Working knowledge of employment law with the ability to apply it practically to workplace situations.</p> <p>Experience of advising and supporting ER case management</p> <p>Experience of advising employees on HR matters</p> <p>Significant experience of HR process and policy, particularly surrounding recruitment, absence management, learning and development and performance management issues.</p> <p>Experience of pulling, manipulating and presenting information in a variety of different formats for different audiences.</p> <p>Knowledge and experience of HR systems.</p> <p>Confident user of IT systems, particularly Word and Excel and the ability to produce reports and design presentations for a business audience.</p>	<p>Demonstrable experience of identifying and implement continuous improvements in a HR setting.</p> <p>Previous experience of leading small HR change initiatives.</p>

Signature of Job Holder	
<b>Printed name</b>  <b>Signature</b>  <b>Date</b>	