

ROLE PROFILE

The 'role profile' is the contractual element and generically sets out in broad terms the responsibilities the post holder is expected to have

Job Title: HR Advisor

Salary Band: 4

Purpose of the job

To provide customer-focussed, comprehensive and pragmatic HR advice and support to managers, employees and partners in line with organisational policies, procedures and legal requirements. Specifically, but not exclusively, in relation to:

Generic Responsibilities

- To work with managers, HR and Payroll Team members in providing managers and employees at all levels with timely, professional, accurate and operational support and guidance across the full range of Human Resources activity.
- To ensure advice and support given reflects the provisions of employment legislation, best practice, council policies, standards and conditions of service as appropriate.
- To obtain support and advice from the SHRA on a day to day basis or HR & OD Manager as line manager as appropriate on more complex, sensitive and/or strategic issues relating to each of the above areas of activity.
- To assist with or take specific lead on, the development, maintenance and monitoring of appropriate policies, practices, systems and procedures at a level appropriate to the grade applicable.
- To assist with corporate initiatives and requirements as requested, including leading particular project areas or work-streams as required (commensurate with grade).
- To contribute to the maintenance of appropriate manual and electronic HR records in accordance with Data Protection requirements, and contribute to ensuring that relevant records are kept up to date.

Corporate Accountabilities

Equality, Diversity and Inclusion

- Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively.

Health and Safety

- To operate with due regard to the Council's policies, procedures and guidance and undertake any health and safety training as appropriate. **Information security and governance**

- Manage information in line with the Council's policies, procedures and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliance and efficient and effective information governance.

Safeguarding

- Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and vulnerable adults who may be at risk. Report concerns in accordance with corporate guidance and procedures.

TASK SPECIFICS

The 'task specifics' is the non contractual element of your post and is a more detailed description of day to day activities which will be reviewed in line with the appraisal process and can change when priorities change

- Terms and conditions of employment including compliance with employment legislation and good practice
- Recruitment and selection
- Discipline, grievance and performance management
- Change management – assisting with restructuring and re-organisation including establishment reviews and TUPE situations
- Termination of employment including redundancy and retirement
- Staff learning and development including delivery of HR training sessions, as and when appropriate
- Absence management, occupational health
- Health and wellbeing and Equality, Diversity and Inclusion

Service to Customers

At all times there will be a requirement to promote a professional and positive image of the service and the Council, respecting the confidential/sensitive nature of the work at all times as well as maintaining constructive relationships with all contacts, including but not limited to;

- Council employees and managers
- Local trade union representatives
- Members of the public
- External service providers as appropriate

Business Improvement/Planning Responsibility

- Support the delivery of the HR & OD Strategy in order to meet the Council's HR objectives.
- Responsible for day-to-day management of sickness absence, disciplinary and grievance cases, identifying appropriate action to take in liaison with managers in accordance with current policies and procedures.
- Assist the SHRA with establishment reviews, supporting managers through these processes and where appropriate, implementing consultation, redeployment and redundancies in accordance with current policies and procedures.
- Advise managers on recruitment and selection issues in conjunction with the HR Business Support Officer's and participate in selection processes and interview panels where necessary.
- Act as lead officer advising employees and managers on maternity, paternity, adoption leave and flexible working policies and to process these in line with current legislation and current policies and procedures.
- Support SHRA with the development, maintenance and monitoring of HR policies, procedures and practices in respect of Council and legislative changes.
- Support managers to build their capability around people management
- Working with the HR Business Improvement & Systems Officer, compilation of returns, statistics and ad hoc reports as required, including management information reports in a timely manner to support continuous improvement across the Council
- Assist the HR & OD Manager & SHRA with specific projects as required.

Managing Resources (People, equipment, buildings)

N/A

Knowledge and Skills

- 5 GCSEs at Grade C or above, or equivalent NVQ2 qualifications which must include Mathematics and English.
- Associate Membership of the CIPD or equivalent compensatory knowledge, experience and practitioner skills.
- Evidence of continuing professional development including enrolment on further stages of CIPD or equivalent.
- Experience of working in a HR advisory capacity
- Self-motivated, organised and flexible to respond to customer needs
- Ability to stay calm and focussed, working to deadlines and prioritising own workload
- Excellent communication, influencing, negotiating, organisational & time management skills
- Ability to demonstrate emotional resilience
- Ability to produce work of high accuracy with attention to detail
- Ability to interrogate computer systems and analyse data

Values and Behaviours

Work to the Council's Values and associated Behaviours

We are Working Together	We are Fair	We are Dependable	We put Communities first
We are one team, all working towards the Council's vision for the district	We treat people fairly; we are inclusive and embrace our differences	We do what we say we are going to do, you can trust us to deliver on our promises	We listen, we set targets for ourselves and the services we deliver

This position is subject to a relevant disclosure check

YES

This is a politically restricted position

NO