

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Advisor Projects and Policy Delivery

Human Resources & Staff Wellbeing, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To undertake activity on a range of organisation wide projects which support the delivery of our People Strategy, collaborating with colleagues across the organisation to deliver organisational improvement and transformation.

To undertake employment policy review and development for the both the Council and our HR Service customers, ensuring our HR policies are aligned with the Corporate Plan and equality commitments, are legally compliant and reflect best practise.

Accountable to:

This role reports to the HR Specialist – Strategy & Projects and sits within HR Services, part of the Corporate Services Directorate of West Northamptonshire Council.

Responsibilities:

1. Carry out policy development and review for West Northamptonshire Council and our customers (the Children's Trust and Schools), which promotes diversity, equality and inclusion (DEI), is in line with best practice, effectively designed, legally compliant and supports the delivery of the Council's Corporate Priorities.
2. Contribute to the achievement of good employee relations by supporting the delivery of our trade union recognition agreement and consulting and engaging with our trade unions in relation to policy and project activity.
3. To support the delivery of a variety of projects and activities linked to the delivery of our People Strategy. Our priorities include: cultural change, DEI, organisational design, the employee journey (recruitment, induction, engagement and exit experience), wellbeing, performance & talent development and recognition & reward. In addition, to communicate and engage with employees and managers at all levels across the organisation in activities related to the delivery of our people strategy.
4. Provide the knowledge, understanding and technical expertise of the range of terms and conditions currently in place across the Council. Monitor and review the operation of these to ensure they are in line with contractual entitlements and meet legal requirements. Collaborate on projects with IT and Payroll Services around terms and conditions to ensure systems reflect policy.
5. Provide analysis of workforce and other data to inform our priorities. This also includes the delivery and publication of Statutory and other reporting requirements, ensuring accuracy and clarity.

6. Support the successful delivery of other corporate HR initiatives. This may include job evaluations analysis and implementation of job evaluation outcomes and wider workforce engagement with managers and the wider workforce.
7. Provide advice, guidance and training on employment policies and processes to the wider HR Business Partnering and Advisory team to ensure that these are fully understood and operated consistently. Support the delivery of briefings and training to managers across the Council on policies and procedures.
8. Support the delivery of clear, effective communications across the Council about HR policies, practices and issues using a variety of platforms. This will include enabling managers, HR colleagues and the wider workforce to easily access the Council's policies, accompanying procedures and processes by ensuring the HR intranet pages are updated, regularly reviewed and proactively managed.
9. Support continuous improvement of the HR service by seeking continuous feedback and professional development opportunities. Working with colleagues across HR (Health, Safety & Wellbeing, Payroll Services, Learning and Development) to deliver one HR service. Monitor quality of service delivery and deal with customer feedback, including complaints.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
11. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the service.
12. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, **(T)** Test, **(I)** Interview, **(P)** Presentation, **(D)** Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Analytical and problem solving skills. Demonstrable ability to manipulate and interpret data.	Essential	A, T, I, P, D
Strong communication, collaboration and interpersonal skills with the ability to communicate effectively with a variety of audiences.	Essential	A/T/I
The confidence to challenge organisational practices and individual behaviours as appropriate.	Essential	
Willingness to work in an agile, flexible way, capable of utilising technology to deliver business-focused solutions.	Essential	
Able to travel effectively across customer and stakeholder sites.	Essential	
Effective organisational and time management skills coupled with the ability to work practically and logically in a fast paced, changing environment, responding to unplanned work requests.	Essential	
Able to handle sensitive and confidential information appropriately.	Essential	
Demonstrable commitment to equality, diversity and inclusion in both service provision and employment practices.	Essential	

Knowledge:	Essential / Desirable	Measured by
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, T, I, P, D
Knowledge of excel to an intermediate level	Essential	A, T, I, P, D

Relevant experience:	Essential / Desirable	Measured by
Experience in Human Resources interpreting policies, procedures, conditions of service and legislation, with demonstrable employment law knowledge	Essential	A, T, I, P, D
Experience of working in a large and complex organisation and advising within professional/skilled services	Essential	
Experience of job evaluation	Essential	
Experience of developing, reviewing & implementing new policies that resulted in significant change.	Essential	
A proven track record of implementing initiatives or supporting projects that lead to improvement in HR service delivery or supports transformation.	Essential	
Experience of developing, organising and delivering training.	Essential	
Experience of drafting, maintaining and communicating reward policies and procedures	Desirable	
Experience of inputting into the design of website pages.	Desirable	

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to A level or equivalent.	Essential	A, T, I, P, D
Evidence of continuing professional development	Desirable	
Post specific professional qualification appropriate to the role at Level 7, or equivalent, or be able to demonstrate significant experience in a similar role.	Essential	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours: 37 **Primary work base:** One Angel Square

Job family band: Professional Support 9 **Worker type:** Part-flexible

Salary range: Band 9 **Budget responsibility:** None

People Management responsibility: None

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T		We are honest, fair, transparent and accountable. We can be trusted to do what Trust we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

