

Job Description Workforce Policy Advisor

Job Title: Workforce Policy Advisor

Reports to: Workforce Policy and Reward Manager

Grade: S01/S02

Overall purpose of the job

Reporting to the Workforce Policy and Reward Manager this role will support in the research, development, and evaluation of employment policies to facilitate the implementation of the organisation's corporate objectives.

Working in collaboration with colleagues across People and Cultures Services, and in consultation with the Trade Unions, the postholder will support the development of excellence in our employment approach enabling us to attract and retain the right people to support our communities and to create a culture that enables everyone to thrive at work.

The Workforce Policy Advisor will also play a key role in ensuring changes to policy and approach are communicated effectively, making use of the Council's digital capabilities to both reach and engage with the workforce.

Main accountabilities

1.	<p>Policy Development</p> <p>Support the Workforce Policy and Reward Manager in the research, development, review, implementation and monitoring of employment policies/procedures to ensure that these comply with employment legislation, promote excellence, and enable the delivery of the Council's People Strategy and contribute towards our Strategic Ambitions.</p> <p>Contribute to reports, recommendations, and professional advice to HR Management Team and the Corporate Leadership Team to inform decision making.</p> <p>Identify and ensure links with other systems, processes, and related professional areas within the organisation, so that our employment policies align and operate in conjunction with other organisational procedures.</p>
2.	<p>Workforce Communications Development</p> <p>Plan and implement effective communication strategies, identifying the appropriate tools and channels to engage managers, colleagues and other relevant stakeholders to ensure awareness and understanding of our employment policies and approach. Make effective use of the Council's digital capabilities and alternative media and channels to ensure continuous improvement and inclusive communication.</p>

	Contribute to the development of training for relevant stakeholder groups relating to employment policy and approach to ensure employment policies are implemented and understood consistently and effectively.
3.	HR Policy Feedback and evaluation Develop and maintain a system of policy evaluation to support continuous improvement of our suite of employment policies that evaluates impact and effectiveness, using this to propose improvements. Collate requests for changes to policy and practice, so that these can be reviewed and prioritised accordingly and in context of our overall strategic outcomes.
4.	Stakeholder engagement Build and maintain effective working relationships with stakeholders, including colleagues from within People and Culture Services, our trade unions, line managers, employee networks, and external industry and professional networks, using data and feedback to inform our employment approach. Provide support to ensure that the relationship with the recognised trade unions is developed and maintained through effective joint working and appropriate and timely consultation and negotiation. Ensure the notes and actions from the monthly Corporate Joint Panel meetings with the Trade Unions are recorded accurately and circulated in a timely manner and that agenda planning is valuable.
5.	Equality, Diversity and Inclusion Demonstrate an awareness and understanding of equality, diversity and inclusion and particularly how employment policy and approach can promote, support, and shape this in our organisation.
6.	Carbon literacy Ability to contribute to our commitment of becoming a Net Zero organisation by 2030, particularly in the ways that our employment policies and approach support that aim.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level or equivalent		Essential
CIPD qualified (or part qualified)		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Employment law	Up to date knowledge of employment legislation and implications for large employers.	Essential
Employment Policy and Best Practice	Good understanding of employment policies and processes; sound understanding of organisational structures and functions, particularly as they relate to employment.	Essential
Public Sector employment approach	Working knowledge and understanding of employment approach within the Public Sector	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Skills		
Communication skills	Excellent written and verbal communication skills to produce clear, professional policy, procedure and guidance documents and to convey information to a wide variety of audiences.	Essential
Analytical skills	Can independently and accurately research, analyse and comprehend a range of information and present well-reasoned conclusions and recommendations relating to employment policy and approach, including how to evaluate the impact of policies	Essential

IT/Digital skills	Confident in using IT/Digital systems to present and analyse data and information and communicate effectively.	Essential
Influencing skills	Ability to influence and engage others through clear, persuasive communication when presenting ideas, proposals or recommendations.	Essential
Project Management skills	Able to clarify project outcomes, develop project plans and deliver the required outcomes within time and resource	Essential
Attention to detail	Demonstrates careful attention to detail and the ability to check all work for accuracy and quality standards	Essential
Accountability	Driven to achieve high personal work standards and take ownership of outcomes.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
EXPERIENCE		
Human Resources experience	Previous experience of working in a Human Resources function within a large organisation and of providing professional advice on terms and conditions, employment policy, and relevant legislation and case law or responsibility for policy development in that context.	Essential
Research/Informative presentation	Experience of researching, developing and presenting reports, policies and/or processes with organisation-wide impact	Essential
Policy Development	Previous experience of employment policy development and implementation	Desirable
Consultation and Negotiation	Previous experience of consultation/negotiation with employee representatives and trade unions	Desirable

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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