

Job Description HR Advisor

Overall purpose of the job

Operating in a business partnering model, the HR Advisor will work with front line managers, providing professional advice and challenge on a full range of employment matters including case management and change programmes. By understanding the services delivered, support managers to assess risk factors and enable them to make sound business led decisions. Be confident to coach and guide managers to develop their people management skills.

	Main accountabilities
1.	<p>Advice and Support Provide consistent and high quality advice and guidance on employment matters to managers, developing a range of options and creative solutions within agreed County Council and customer frameworks and policies, and that also take account of employment legislation requirements and business needs.</p> <p>Providing a range of options with associated risk factors clearly set out, to allow managers to make sound business led decisions, demonstrating professional judgement in the appraisal of those risks</p>
2.	<p>Employee Relations</p> <p>Support and coach managers throughout their handling of disciplinary, ill health, performance, grievance and redundancy issues and change management programmes, ensuring that all aspects are handled appropriately and promptly within agreed frameworks and policies. Liaison with the trade unions will be an important part of the role to ensure good employee relations are maintained.</p> <p>Embed good practice with regards to safeguarding of children and vulnerable adults by advising managers on the Council's or customer's disclosures policy and DBS process.</p>
3.	<p>Change Management</p> <p>Support change management projects including service restructures and TUPE transfers using a project management approach to coach managers to drive through change. Ensure that structural changes are fully implemented and changes to the hierarchy are completed to maintain the integrity of the system and accurate management information.</p>
4.	<p>Information Management and Analysis</p> <p>Ensure data held on appropriate systems is accurate and up to date, work with managers to keep records current and reflective of their services. Be responsible for undertaking regular data analysis for an allocated 'portfolio' to ensure, the data is accurate, issues and trends are identified and discussed with managers and suitable action is taken</p>
5.	<p>Project Work</p> <p>Undertake allocated corporate and team based HR project work, including research where appropriate, to ensure that projects are delivered on time and to agreed objectives and performance standards.</p> <p>Contribute to the Council's projects and programmes advising on the people impact of changes. Support specific projects as agreed with the HR Business Partner.</p>

6.	<p>HR Policies and Organisational Development</p> <p>Support the continuous development of the HR service through policy development. Deliver training for managers and employees on a full range of HR policies. Drive performance management within the Council by coaching and mentoring managers.</p>
7.	<p>Pay and Reward</p> <p>Support the job evaluation process by advising and challenging managers on job design and analysis, as well as sitting on panels to facilitate consistency of application and compliance with County Council policies and standards.</p>
8.	<p>Demonstrate awareness and understanding of equality, diversity and inclusion and the value of this throughout all employment related activity.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
A Level or Equivalent		Essential
Degree level or equivalent		Desirable
Part of full CIPD qualified or NVQ level 3 in Personnel		Desirable

	Essential/Desirable
Knowledge & Experience	
Relevant demonstrable human resources experience	Essential
Demonstrable ability to support managers in dealing with change management, disciplinary, grievance, ill health and redundancy issues	Essential
Sound knowledge of employment legislation	Essential
Understanding of current best practice in HR	Essential
Sound experience of using data effectively to provide useful management information	Essential
Understanding of the role of Trade Unions	Essential
Skills & Attributes	
Ability to communicate effectively both verbally and in writing.	Essential
Shows an understanding of customer's needs and takes appropriate timely action to meet their requirements with tenacity.	Essential
Ability to influence managers to consider options and advise in a risk preferring manner.	Essential
Is able to work effectively in changing work environments and in the face of conflicting priorities.	Essential
Ability and confidence to be self-reliant and work from varying locations without heavy reliance on supervision.	Essential
Recognises individual responsibility to contribute to the effective working of the team.	Essential
Uses own initiative to plan and complete tasks to meet deadlines and targets.	Essential
Demonstrates careful attention to detail and ability to check all work for accuracy and quality standards	Essential
Ability to understand complex issues and make clear decisions	Essential
Able to use available technology to work flexibly and effectively.	Essential
Safeguarding	
<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>	

Disclosure level

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

Work type

What work type does this role fit into?	Fixed	Hybrid	Field	Home
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Criteria for movement between grades

HR Advisor	<u>S01</u>	<p>Previous relevant operational experience as set out in the person specification. This must include:</p> <ul style="list-style-type: none"> • Giving support, advice and guidance around casework to managers • Working towards, or commitment to work towards CIPD Level 5
HR Advisor	<u>S02</u>	<ul style="list-style-type: none"> • Full CIPD Level 5 and currently working towards or commitment to achieve Level 7 within two years of moving to the role