**TITLE OF POST**: HR Advisor

**GRADE**: SO2

**RESPONSIBLE TO:** HR Services Manager

**MAIN PURPOSE OF JOB**:

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Under the guidance of the HR Services Manager, to provide a high quality, customer focused HR service, including providing advice and support to managers and employees in line with organisational policies, procedures and legal requirements, and supporting the general operation of the HR function.

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1. **PROFESSIONAL DUTIES**
   1. To promote the Service Vision, ‘Creating the Safest Community’.
   2. To work effectively and efficiently to provide a professional service in the delivery of the department’s aims and objectives.
   3. To maintain appropriate and robust information systems within the department.
   4. To proactively maintain positive and effective liaison links with organisations and partners as appropriate.
   5. To prepare the production of a variety of quality information for inclusion in management and departmental reports.
   6. To ensure compliance with the Data Protection Act and to ensure data security is maintained.
   7. To ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.
   8. To proactively identify and recommend areas of potential improvement with professional and/or technical services.
   9. To professionally represent the function at internal and external meetings and events.
   10. To support colleagues with complex and escalated work as required.
   11. To attend internal and external training courses as necessary.
   12. To undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. To provide operational advice, guidance, training and support to managers and staff through a partnership approach, and across at least one specialist area :

* Payroll – including all payroll and pension activities, exchequer responsibilities, petty cash and Car User Schemes
* HR – including recruitment and selection, performance management, workforce planning / succession planning, management of employment risks and employee relations, job evaluation / role re-grading / equal value, attendance at work, activities to promote the Service as an ‘Employer of Choice’ and employee benefits
  1. To provide appropriate, reliable and timely advice and guidance within your specialist area (either HR or Payroll), undertake an appropriate personal caseload, and promote cross- functional activities across the wider team.
  2. To be accountable for the development and implementation of relevant functional policies and procedures, ensuring that appropriate interventions are effectively designed and implemented which support organisational aims and needs, deliver excellent customer service, are based on current best practice, are in line with current and future national policy, and ensure compliance with all relevant regulations and legislation.
  3. To be responsible for the day to day supervision of team members as appropriate, ensuring appropriate training and support is provided, work is allocated, completed and audited appropriately, and all HR/ administrative activities are carried out in accordance with the functions policies and procedures and deputise for the HR Services Manager as required.
  4. To liaise with external organisations as appropriate, manage all relevant requests for information, ensuring that information, including that relating to salary, is provided in accordance with relevant legislation, and participate in internal and external audits as required.
  5. To implement and support change management initiatives in accordance with policy and procedure, leading on designated special projects as required across the wider team.
  6. To assist in the analysis, interpretation and quality assurance of all data and information relating to the HR function.
  7. To be responsible for the production of functional and management reports and documents, including the provision of timely monitoring data and information to evidence the provision of a high quality service, across the Service, and identify improvements.
  8. To ensure all IT based management information systems are appropriate to the needs of the function, participating in development activities as required.
  9. To participate in relevant aspects of payroll, HR, Equality and Wellbeing activities as required and regardless of core specialism.
  10. To be responsible for maintaining own continuous professional development and knowledge of best practice through local and national networking, attendance at internal and external training courses, and other developmental activities as necessary.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to co-operate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
2. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
3. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
4. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.