# **CHIEF EXECUTIVE’S DEPARTMENT**

**JOB DESCRIPTION**

**JOB TITLE** SENIOR HR ADVISOR

**DIVISION** CORPORATE SERVICES

**GRADE** DEVELOPMENT SCHEME BAND 10 TO 12

**RESPONSIBLE TO** HR BUSINESS PARTNER

**POST REF**  101086

**Purpose of Post**

The HR Service provides the framework and support enabling the effective management of the workforce in the provision of high quality services to the people of Hartlepool.

The post holder will contribute to the provision of a professional Human Resource Service to Hartlepool Borough Council and Schools, through joint working on corporate initiatives and projects.

**Key Relationships**

Chief Officers

Heads of Service

Headteachers, Governors and Senior Leadership

Trade Union representatives

**Main Duties and Responsibilities**

The main duties and responsibilities are general across all bands but will vary in complexity depending on the Development Scheme band.

1. Under the direction of the HR Business Partner, provide efficient and effective HR Services in accordance with Council and School policies and procedures, School Service Level Agreements and key performance indicators.
2. Provision of case management advice relating to all aspects of employment including areas such as; pay, conditions of service, redundancy, retirement, redeployment, capability (health and performance), discipline, TUPE, grievance.
3. Ensure the promotion of the Council & School HR policies and procedures through the provision of advice and support including, providing managers with guidance when implementing policies and procedures.
4. Contribute to policy development and assist in the formulation, development and monitoring of the operational effects of their introduction.
5. Provide guidance and assistance to other HR and Workforce Support employees.
6. Assist Managers and Headteachers in their operational roles through effective management of employee relations issues.
7. Attendance at meetings, hearings, appeals, with managers, head teachers, employees, trade unions and other parties for the purpose of participating in consultation/negotiations.
8. Support and advise Managers and Headteachers to enable the recruitment of high caliber employees following safer recruitment practices.
9. Assist in the supervision, training and development of HR Advisors.
10. Deliver management training and development as required. Contribute to the updating and monitoring of any training courses.
11. Produce detailed reports including recommendations based on an analysis of complex and sensitive information, suitable for use at Senior Management levels.
12. Support the job evaluation processes of the Council to maintain consistency and equity of pay and grading.
13. Undertake project work commensurate with the role as directed by the HR Business Partner.
14. Any other duties of a related nature which might reasonably be required, and allocated by the HR Business Partner.

The post holder may be required on occasion to attend out-of-hours School Governing Body meetings/sub-meetings and meetings with staff who work variable shift patterns.

In addition to the above duties and responsibilities, the list below identifies areas relevant to the higher bands on the development scheme.

Band 11 and Band 12

* Peer support
* Complex cases including TUPE
* Analysis and identification of key evidence for Employment Tribunals
* Solution based recommendations to complex cases involving detailed and complex understanding of employment law

Band 12 only

* Interpretation of key evidence for Employment Tribunals
* High risk and complex case management advice and recommendations
* Development of strategic HR projects
* Development of complex HR policy and procedures

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.