**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE** HR ADVISOR

**DIVISION** HUMAN RESOURCES, CORPORATE SERVICES

**GRADE** DEVELOPMENT SCHEME BAND 8 TO 9

**RESPONSIBLE TO** HR BUSINESS PARTNER

**POST REFERENCE**  101087

## **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**

Managers

Headteachers

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 to provide an efficient and effective HR Service in accordance with Council and School policies, procedures and key performance indicators.
2. Under the direction of the HR Business Partner co-ordinate the human resources support required by Departments, Managers, Schools and Governors, providing generalist HR advice on all HR related matters including recruitment, sickness absence, conditions of service, reorganisation, employee relations, and case work including discipline and grievance.
3. Ensure the promotion of Council and School HR policies and procedures through the provision of advice and support liaising with the HR Business Partner and Senior HR Advisor for more complex case work.
4. Attendance at meetings, hearings, appeals, with Managers, Head Teachers, employees, trade unions and other parties for the purpose of participating in consultation/negotiations and providing appropriate advice and guidance on HR policies and procedures and their practical application.
5. Where relevant advise and assist Managers and Head Teachers / Governors to recruit employees in accordance with the Council’s safer recruitment requirements.
6. Participate in employment policy and procedure formulation and development and then monitor at an operational level.
7. Liaise with the Council’s Occupational Health Service to assist Managers, Head Teachers and employees in accordance with the Sickness Absence Management Policy.
8. Under the direction of the HR Business Partner produce reports including recommendations based on appropriate analysis.
9. Deliver training and presentations on a range of HR related topics.
10. 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 pay band on the development scheme.

Band 9

* Support senior HR colleagues and managers with complex long term sickness absence, including advice on phased returns, stress risk assessments and Occupational Health referrals / recommendations.
* Support managers with non-complex case management for sickness, discipline, grievance, capability.
* Independently manage redeployment cases for non-senior posts.
* Support the manager with non-complex reorganisation consultations as requested by senior HR colleagues.
* Support and advise the managers with non-complex safer recruitment issues, such as DBS traces or concerns with job references.
* Advising managers on a range of HR policy and procedures relating to situations for non-senior posts, where a number of options may be considered thereby, enabling the manager to make a decision e.g. application of capability or disciplinary procedure.

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.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED**