

**Job Description & Person Specification**

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| **Post Title** | Human Resources Advisor (Level 2) | | | | |
| **JE Reference** | W608 | **Grade** | G | **SCP Range** | 34-36 |

**Reporting line:**

Human Resources Advisor – Level 1

Human Resources Advisor Level 2

N/A

**Job Purpose:**

Under the guidance of the Senior HR Advisor provide a high quality customer focussed 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. To provide support to the Senior HR Adviser in the development of a strategic HR service that aligns itself with the goals and aims of the Council.

**Relationships:**

**Accountable to:** Human Resources Advisor – Level 1

**Accountable for:** N/A

**General Contacts:** All managers, elected members, trade unions, service partners, Teesside Pension Fund, other local authorities, employees, client organisations

**Key duties and responsibilities:**

1. To assist the Senior HR Adviser and HR Advisor Level 1 in providing a comprehensive HR service and contribute towards the effective and efficient performance of the general HR function and provide advice and support to departmental managers, employees.
2. To provide advice and guidance to Managers and employees on a wide range of employee relations matters. To provide advice and guidance and assist in representing HR as required at Disciplinary and Grievance Hearings and Disciplinary and Grievance Investigations providing the required advice to Managers.
3. To contribute and where appropriate research and develop HR policies, and to provide advice, support and training to departmental management on the implementation of policies.
4. To research, design and deliver development programmes/and or workshops to meet identified needs, ensuring evaluation of programmes.
5. To assist in the delivery of bespoke training programmes and/or workshops to a diverse audience.
6. To provide advice and guidance; highlighting concerns relating to the composition and content of job descriptions and person specifications.
7. To carry out the evaluation of NJC posts using the computerised Job Evaluation scheme and ensure that the results or progress of evaluations are communicated back to the relevant Human Resource Advisor or manager in writing; and actively pursue “sign off”.
8. To liaise with HR Transactional Team on any HR processes and attend interviews or assessment centres as required.
9. To provide advice and guidance on terms and conditions of service, employment law, codes of practice and any other documentation that contributes and affects the services provided by the HR Section.
10. To support change management initiatives in accordance with policies and procedures.
11. To keep up to date with employment legislation and best practice in order to implement the Councils key priorities.
12. To ensure that the Councils data security policy and data protection is maintained.
13. To assist in the co-ordination of the relevant Joint Liaison Committees and assist in producing any relevant documentation including agendas, minutes and additional items.
14. To compile reports / briefing notes on issues for appropriate Committees / Appeals / Panels / any other relevant Meetings.
15. To undertake research on any issues as directed by more senior HR colleagues.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** May 2017 **Author:** Graham Noonan/Melanie Walkington

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| **POST TITLE** | **GRADE** |
| Human Resources Advisor Level 2 | G |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial HR experience at operational level * Substantial experience of negotiation and consultation with Trade Unions * Interpreting basic employment legislation | * Working with Local Authorities Terms and Conditions | A,I |
| **SKILLS AND ABILITIES** | * Excellent interpersonal skills * Ability to influence and persuade varying levels of management. * Excellent communication skills, oral, written and presentations. * Ability to keep up to date with changing employment legislation * IT literate with a high level of ability to use information as a management resource * Ability to work under pressure to unpredictable and challenging deadlines or within tight timescales and with regular conflicting demands and interruptions | * Proven record of implementing training workshops * Develop management development workshops/training materials covering all aspects of HR work | A,I,T |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Working towards a relevant qualification recognised by the CIPD * A comprehensive understanding of Employment Legislation * A comprehensive working knowledge of HR policies and procedures * A comprehensive working knowledge of HR best practice and implementing change | * Qualified to CIPD Member * Familiar with Local Authorities Terms and Conditions * Substantial knowledge of HR policies, procedures and facilitating training events | A,I,C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * Full driving licence | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE