



Job Profile

HR Adviser

Grade J

Group: Group: Corporate Services & Governance
Service: Human Resources & Workforce Development
Line Manager: Senior HR Adviser
Location: Civic Centre
Car User Status: Casual

Job Purpose

To assist in the provision of advice and support to services and schools* on a variety of HR solutions which support the organisation's overall objectives and ensures the workforce is managed in the most productive way.

*All references to schools throughout includes academies

The key roles of this post will include:

1. To assist in providing comprehensive and effective HR advice based on a clear understanding of service and school objectives and its operations so that HR solutions are designed and tailored to meet their needs.
2. To provide support and advice to services, schools and other related organisations as required on all relevant HR issues including workforce planning, service reviews, terms and conditions, job evaluation, attendance at work, work life balance and performance management in accordance with best practice, legislation and regulation.
3. To provide support, guidance and advice to services and schools on the interpretation and implementation of HR policies and procedures to ensure they are applied in an effective, fair and consistent manner.
4. Under the guidance of the HR & Workforce Development Managers, contribute to the development of policy, and prepare reports and other documentation for presentation to management, the Council and governing bodies to ensure that employment related issues are fully and properly considered and documented.
5. To research best practice, and collate and analyse data in order to inform decision-making, policy development and effective workforce planning.
6. To be familiar with and understand the Workforce Strategy and Plan in order to help shape and implement initiatives which arise from them.



7. To contribute to specific projects and task and finish activities aimed at increasing the productivity and deployment of the workforce.
8. To consult with trade unions and employee representatives and represent the Council, schools and academies in tribunals as required
9. To maintain appropriate systems within the section to ensure that records are accurate and up to date.
10. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge and experience of:

- Providing HR advice on the full range of workforce issues -recruitment, capability, absence management, redundancy, discipline & grievance
- Up to date knowledge of current employment law and ability to apply it practically to workplace situations
- Effective communication & interpersonal skills
- Ability to influence others
- Working on your own initiative and as a member of a team
- Undertaking research and data analysis
- Ability to develop constructive relationships with managers and colleagues
- Using organisational skills to prioritise workload and deliver to tight deadlines
- Effective written and verbal presentation skills

Qualifications:

- Relevant degree or equivalent
- CIPD qualified or working towards

Desirable

Knowledge and experience of:

- HR in a large organisation.
- HR in the public sector
- Working in a unionised environment



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences