

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

HR Advisor

Vacancy ID: 008718

Salary: £29,323 - £31,601 Annually

Closing Date: 22/04/2018

Benefits & Grade

Grade K (pay award pending)

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

If you are looking to develop your HR knowledge and skills within a first class organisation, come and work with us at Stockton-on-Tees Borough Council. Stockton-on-Tees Borough Council is a great place to work, and we never lose sight of the fact that we are here to serve the people of the borough.

An exciting opportunity has arisen for an HR Advisor to work within the HR Organisational Change Team which has a great track record in helping to support service delivery and organisational change within the Council. This is a key role working with senior management to shape the organisation to meet the future challenges and demands on services.

The main focus of the role will be on organisational change including pay and reward and job evaluation, however there will also be opportunities to work flexibly across the HR service in order to provide advice and support on a range of HR issues and priorities, such as supporting the Council's Shaping a Brighter Future Programme.

The team has excellent working relationships with the Trade Unions and with the other Tees Valley Local authorities and other partnership organisations. The team has led on a number of initiatives across the Tees Valley and there will be opportunities for networking across the Tees Valley and wider north east area.

The ideal candidate will have excellent communication and negotiation skills, be able to deal with difficult issues and conflict, and have an analytical and considered approach in order to provide all parties with confidence in your advice. Flexibility, a willingness to learn and take on new challenges, and resilience are also essential in the job role.

We offer an excellent total reward package including a competitive salary, generous Pension Scheme and annual leave entitlement as well as access to a number of additional employee benefits and a wide range of learning and development opportunities.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Fiona Attewill, HR Team Manager, Organisational Change on 01642 526987.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

JOB DESCRIPTION

Directorate:		Service Area:	
HR, Legal and Communications		HR	
JOB TITLE: HR Advisor			
GRADE: K			
REPORTING TO: HR Team Manager or HR Team Manager (Organisational Change)			
1. JOB SUMMARY:			
<p>You will be placed in the General or Organisational Change Team but will be required to work flexibly across the HR service in order to provide advice on a range of HR issues including case work, service reviews, job evaluation, employee benefits, support and development, health and wellbeing, analysing workforce data, responding to FOIs./DSARs, contribute to policy development and project work.</p> <p>The specific areas that you will be asked to support will depend on workload and demands on the service however previous experience, skills and preferences will be considered when allocating work.</p> <p>You will need to have excellent communication and negotiation skills, be able to deal with difficult issues and conflict, and have a considered approach in order to provide all parties with confidence in your advice. Flexibility, a willingness to learn and take on new challenges, and resilience are essential in the job role.</p>			
2. MAIN RESPONSIBILITIES AND REQUIREMENTS			
		1.	Provide advice to services in accordance with the Council's HR policies and procedures and employment law
		2.	Maintain excellent industrial relations with the Council's recognised trade unions and their representatives
		3.	Support the Council's Big Picture Programme and provide advice and guidance on organisational change including TUPE transfers in and out of the Council as required.
		4.	Assist in the investigation of alleged disciplinary (including advice in relation to and review of suspensions from work), capability and grievance issues including questioning of witnesses, collation of reports, presentation of cases to Hearings and Appeal Hearings including Member Appeal Hearings

	5.	To advise and support Managers in pro actively managing attendance including attending Welfare Meetings, Attendance Review and Case Review Hearings, and appeals against dismissal as required. Making referrals to Occupational Health and other employee support services. Referring employees for ill health retirements.
	6.	To undertake job evaluation of posts
	7.	Advice in respect of local government terms and conditions including the local government pension scheme
	8.	Collation of employee development requirements and procurement of providers together with required administration and monitoring of training delivered.
	9.	Direct delivery of training, briefing and support sessions for employees and development of e training modules as required
	10	Promotion and administration of employee benefits
	11	Procurement of Occupational Health and other support services for Employees, and contract monitoring
	12	Supporting the Occupational Health Nurse, including promotion of Employee Health and Wellbeing initiatives including the Better Health at Work initiatives
	13	Supporting achieving quality standards such as Better Health at Work, IIP
	14	Collection, analysis and review of work force data
	15	Responding to FOIs/DSARs
	16	Supporting the Council's Shaping a Brighter Future Programme
	17	High levels of verbal and written communication are required including appropriate telephone manner, excellent letter and report writing, and ability to effectively and sensitively provide advice and manage difficult issues with a range of audiences including senior managers, employees, trade union representatives, external partners and providers.
	18	Active participation and presentations to a range of forums and meetings
	19	Required to work flexibly across the HR Service
	20	To support the HR Manager in the development of HR policies, procedures and projects
3.	KEY RESULTS/OBJECTIVES	
	<p>To promote and support the provision of a high quality HR Service.</p> <p>To provide consistent, professional and pragmatic HR advice.</p> <p>To be an effective team member.</p> <p>Specific service, team and individual objectives are detailed in the annual HR Business Unit Plan and at Appraisal.</p>	

4. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	HR Advisor	K
Service Area/Service Group	HR Service	Resources
Post Ref:	20184	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Maths and English GCSE at Grade C or equivalent	Further education, a degree or equivalent Professional membership of the Chartered Institute of Personnel and Development.	Application Form Pre-Employment Checks
Experience	Knowledge of Local Government Conditions of Service Professional advisory support In a related area of HR practice Experience that demonstrates a flexible approach, willingness and confidence in the ability to develop knowledge and understanding in new areas of HR	Local Government or public sector experience Employment law knowledge Job evaluation Organisational change Pay and reward	Application Form Interview/Selection Process Pre-Employment Checks
Skills	Good understanding of local authority services Excellent communication skills – both written and verbal Understanding and interpreting complex information Research	Presentation Coaching Training Mediation	Interview/Selection Process Pre-Employment Checks

	Ability to co-ordinate conflicting priorities and activities Negotiating, persuading and influencing Good ICT skills		
Specific behaviours relevant to the post	Ability to handle difficult situations sensitively Analytical and logical Calm and considered approach Confident but respectful Pragmatic Team working Ensures confidentiality, honest and trustworthy Actively sharing information and experience High personal standards Self-disciplined when working unsupervised and to deadlines Positive attitude when dealing with issues conflict and risks Resilience Flexibility Willingness to learn and take on new challenges		Interview/ Selection Process Pre-Employment Checks
Other requirements		Car user	Application Form Pre-Employment Checks

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.