



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

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: 009173**

Salary: £29,909 - £32,233 Annually

Closing Date: 19/08/2018

Benefits & Grade

Grade K

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

11/09/2018

Job Description**We are at the forefront of northern growth, and a flagship for successful devolution.**

The Tees Valley Combined Authority is responsible for overseeing around £½ billion in investment funds, with more to come through new devolution deals. In May 2017, the residents of the Tees Valley elected Ben Houchen as Mayor for the Tees Valley, and Chair of the Combined Authority.

An exciting opportunity has arisen for an experienced HR Advisor to join the Combined Authority. The role will be responsible for providing professional and efficient HR support to the Tees Valley Combined Authority.

We are seeking an experienced professional with excellent communication skills. If you thrive in a busy and diverse environment, then this role will suit you. Previous HR experience in the public sector would be an advantage.

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

For more information, visit www.teesvalley-ca.gov.uk/jobs.

If you would like a discussion on the role please contact Sarah Brackenborough, 01642 524423.

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

JOB DESCRIPTION

Post Title: HR Advisor
Post Reference: TVCA 153
Grade: K
Responsible to: Governance Manager

Job Purpose

Provide advice on a range of HR issues to the Tees Valley Combined Authority (TVCA). This will include organisational change/team reviews, job evaluation, employee benefits, support and development, health and wellbeing, analysing workforce data, contribute to policy development and project work.

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.

Duties & Responsibilities

1. Provide advice in accordance with TVCAs HR policies and procedures and employment law.
2. Undertake HR casework as required, and support managers on organisational change, performance management, discipline and grievance matters, sickness absence management etc.
3. Reviewing HR policies as appropriate and developing HR procedures and ensuring these are consulted on and implemented as required.
4. Attend internal and external meetings/networking groups as required.
5. Maintain excellent industrial relations with the appropriate recognised trade unions of TVCA and their representatives.
6. Provide advice and guidance on organisational change including TUPE transfers in and out of TVCA as required.
7. 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.
8. 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, as appropriate.
9. To undertake job evaluation of posts.
10. Co-ordinate all recruitment processes with Xentrall as appropriate, including the appointment process of successful applicants.

11. Advice in respect of local government terms and conditions including accessing information on the local government pension scheme from the pension provider.
12. Collation of employee development requirements and procurement of providers together with required administration and monitoring of training delivered.
13. Direct delivery of briefing and support sessions for managers and employees.
14. Promotion and administration of employee benefits.
15. Procurement of appropriate support services for Employees, and contract monitoring.
16. Management and production of relevant work force data for the senior management team.
17. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
18. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
19. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

PERSON SPECIFICATION

Post Title: HR Advisor

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Appropriate CIPD Qualification and/or a significant demonstrable experience in a similar role.	Educated to degree level in a relevant HR related subject. Relevant post graduate qualification and membership of CIPD.	Application
Knowledge & Experience	Approx. three years' experience of working in Personnel/HR at advisory level including sickness, disciplinary and other types of case work and advising on terms and conditions of employment. Experience of implementing and interpreting HR policies and procedures Experience of management of change and consultation Up-to-date knowledge of employment legislation	Knowledge of local government terms and conditions of employment Experience of undertaking HR project work	Application & Interview
Skills	Able to communicate effectively both verbally and in writing with a wide range of people Able to work on own initiative and prioritise workload Able to analyse data IT literate capable of using information systems, MS packages-Word, Excel, email		Application & Interview
Personal Attributes	A commitment to providing customer service Confident communication skills,		Application & Interview

	<p>friendly and approachable</p> <p>Keen attention to detail, organised and efficient</p> <p>High standard of personal integrity and capable of maintaining confidentiality</p>		
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Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

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 Authority is working towards an environment where all employees 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 Authority 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 Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority 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.