**JOB DESCRIPTION**

**CHIEF EXECUTIVES DEPARTMENT**

**JOB TITLE** HUMAN RESOURCES OFFICER

**DIVISION** HUMAN RESOURCES, CORPORATE SERVICES

**GRADE** DEVELOPMENT SCHEME BAND 8 TO BAND 9

**RESPONSIBLE TO** HEAD OF HUMAN RESOURCES

**POST REFERENCE**  101087

## **Purpose of Post**

The Human Resources 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 and participate in corporate initiatives and projects.

**Main Duties and Responsibilities**

1. Under the direction of HR management 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 management 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, 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 HR management and HR Advisors for more complex issues.
4. Coordinate the day to day HR Information System actions and workflows for HR related modules and act as the central HR point for queries. Supporting the development, guidance and training across the Council.
5. Provide technical support for the SAS website (Services to Academies and Schools) to Headteachers and Managers within the Chief Executives Department.
6. Where relevant, advise and assist Managers to recruit employees in accordance with the Council’s safer recruitment requirements.
7. Coordinate and facilitate the online recruitment process by monitoring workflows, developing guidance documentation and providing practical and technical support to Managers.
8. Support senior HR colleagues and managers with more complex investigations, grievances and disciplinary meetings.
9. Participate in employment policy, procedure and guidance development and then monitor at an operational level.
10. Liaise with the Council’s Occupational Health Service to assist Managers, Head Teachers and employees in accordance with the Sickness Absence Management Policy.
11. Collation and accurate recording of quarterly HR performance statistics in line with identified performance indicators.
12. Under the direction of HR management produce reports including recommendations based on appropriate analysis.
13. Support the delivery of training and presentations on a range of HR related topics.
14. Any other duties of a related nature which might reasonably be required and allocated by HR management.

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.

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**