

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant HR Adviser		Service: Human Resources		Office Use JE Ref: 3250
Band: 6		Workplace: County Hall		
Responsible to: HR Adviser Specialist		Date: January 2017	Manager Level:	
Job Purpose: Provides advice and support to line managers and employees across a range of HR Services. Delivers staff development training.				
Resources	Staff	The postholder does not have direct responsibility for staff but provides assistance to all employees in relation to HR and employee related activities such as sickness absence, disciplinary/grievance, performance management.		
	Finance	The post has no budgetary responsibilities. The post holder will provide advice on staff expenditure and salaries.		
	Physical	Physical skills obtained through practice. Standard keyboard skills. Ability to travel as the role is carried out on a county wide organisational basis.		
	Clients	None		
Duties and key result areas: 1. Providing support and advice on the interpretation and implementation of the County Council's HR policies and procedures. 2. Providing guidance on all employee relations matters including grievances, discipline, capability and absence management, performance management and attend meetings as necessary. 3. Research particular topics and case law as necessary. 4. Prepare reports as applicable. 5. Contribute to the development of the HR function by suggesting suitable policy developments and initiatives and assisting with the preparation of management guidelines. 6. Undertake and participate in project work in a variety of areas e.g. development of new policies and procedures, drafting special schemes and one off corporate projects. 7. Prepares management information to support departmental performance. 8. Monitors fixed term end dates for fixed term contracts and advises managers on appropriate action. 9. Attends, represents, and takes part in meetings in a formal note taking capacity. 10. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on the basis. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:		Sedentary office work with occasional need to stand, walk and lift.		
Transport requirements:		Will involve travel to venues, area offices, schools or training venues throughout the County and further afield on occasion.		

Working patterns:	Normal office hours. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: Assistant HR Adviser	Service: Human Resources	Ref: 3250
Essential	Desirable	Assess by
Qualifications and Knowledge		
Level 5 qualification in a relevant subject or an equivalent portfolio of experience which is knowledge acquired through relevant learning and experience working within an HR environment.	CIPD or other relevant qualification Willingness to undertake a level 7 HR qualification	A/I/R
Experience		
A sound working knowledge of a range of policies and management procedures. Previous experience of working within an HR environment within a complex organisation. A general understanding of HR principles.		A/I/R/T/ P
Skills and competencies		
Ability to identify and interpret detailed prescriptive HR requirements as appropriate and develop solutions. Ability to judge and analyse appropriate HR interventions when advising managers and staff. Ability to plan, prioritise and organise workload to meet conflicting and competing service needs. Presentation skills and techniques and ability to facilitate large and small groups. Ability to work on own initiative whilst working to tight deadlines. Is an effective advocate for the County Council, service and organisation both internally and externally.	Experience of Oracle.	I/R/T
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Pragmatic approach to deal with difficult and emotional situations. Able to deal with conflicting demands within tight time frames.		I/R/Q
Motivation		
Commitment to Personal and Professional Development Self Awareness Tact and diplomacy Personally receptive to change and effective as a change agent. Enjoy working as part of a team and take actions to promote positive team working. Committed to personal and professional development. Ability to work under pressure and to tight deadlines Dependable, reliable and keeps good time.		I/R/Q
Other		
Able to meet the transport requirements of the post		

*Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits*