

Northumberland County Council
JOB DESCRIPTION

Post Title: Human Resources Advisor		Service: Human Resources		Office Use
Band: 7		Workplace: County Hall, Morpeth		JE Ref: 3157
Responsible to: HR Advisor - Specialist		Date: May 2016	Manager Level:	
Job Purpose: Provides advice and support to line managers and employees across a range of HR services e.g. employee relations, workforce planning etc. Delivers staff development and training courses.				
Resources	Staff	No direct line management responsibility. Mentorship, as assigned, to new and less experienced members of the HR team		
	Finance	The post has no budgetary responsibilities the postholder will provide advice on staff expenditure and salaries to directorates e.g. contractual changes and organisational redesign which have a significant impact on directorate spending.		
	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	Ensure compliance with relevant legislation, developing and ensuring that council policies and procedures reflect legislation and best practice.		
Duties and key result areas:				
<div>1. Delivers a comprehensive range of HR services and provides advice and support to managers and staff on the application of HR policies and procedures to ensure that the Council/organisation adheres to best practice and current legislation.</div> <div>2. Acts as a first point of contact in providing operational HR advice and guidance to managers and staff in management of attendance, terms and conditions of employment, conduct and capability, grievance, performance management, change management, retention and redeployment, dignity at work etc.</div> <div>3. Communicates sensitive and complex information to managers and all staff covering a comprehensive range of HR services including redeployment, organisational change, absence management, performance management, bullying and harassment, redundancy etc.</div> <div>4. Required to explain, persuade, influence, negotiate and use empathy and tact whilst dealing with managers, staff and staff side representatives.</div> <div>5. Supports line managers in effectively managing all forms of absence in order to achieve significant reductions in sickness absence and other staffing costs as appropriate including advice on referrals to and information received from Occupational Health.</div> <div>6. Advises managers and staff on grievance and disciplinary procedures and works in partnership with managers in order to meet the council's targets for completion.</div> <div>7. Provides professional advice, guidance and support to managers and staff in relation to change management in line with Council policy for staff affected by major change.</div> <div>8. Advises managers on performance management best practice including the review of the Council's Staff Development and Review Policy.</div> <div>9. Analyses situations and makes judgement on a range of HR issues e.g. absence management, disciplinary investigations, grievance investigations and outcomes, policy advice e.g. leave of absence, probationary period, performance management redeployment and redundancy.</div> <div>10. Co-ordinates activities which include multi-disciplinary meetings, disciplinary hearings etc.</div> <div>11. Plans a series of meetings in a prescribed timeframe to ensure the achievement of council performance measures e.g. disciplinary, grievance etc.</div> <div>12. Works in partnership with managers to develop effective solutions to HR management issues through the effective use of questioning, listening and coaching skills.</div> <div>13. Supports managers through partnership working utilising appropriate policies and procedures and the range of options provided through these.</div> <div>14. Understands and advises on relevant legal and ethical frameworks, terms and conditions of service and Council policies and procedures.</div> <div>15. Supports the implementation of the Council's HR Strategy/Workstreams and leads on designated projects/specialist areas as directed by HR line managers.</div> <div>16. Devises and delivers training and development programmes to support policy implementation with the aim of assisting managers in their role of managing staff effectively.</div> <div>17. Prepares management information to support departmental performance.</div> <div>18. Monitors fixed term end dates for fixed term contracts and advises managers on appropriate action.</div>				

19. Attends, represents and takes part in meetings in a formal note taking capacity, transcribing minutes for use in future process ie. Appeals, Employment Tribunals etc.
20. Responsible for updating and maintaining own case-load and filing system
21. Undertakes surveys and audits necessary to own work and specific audit projects to improve area of service.
22. To advise managers in the planning and implementation of organisational change processes and manage any subsequent redeployment and redundancy issues.
23. Deliver both formal (teaching in a classroom to groups of staff) and informal training (usually 1:1 in the workplace or smaller groups such as managers meetings) in HR policies and procedures.
24. To promote concepts of equality of opportunity and management of diversity, ensuring that HR practices are transparent and non-discriminatory.
25. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
26. Provide support and advice to relevant officers across the Council in developing and implementing effective development programmes and supporting managers to embrace an ethos of developing people.
27. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of strategic organisational development interventions within deadlines
28. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level, as appropriate.
29. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.

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 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

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PERSON SPECIFICATION

Post Title: HR Advisor	Service: Human Resources	Ref: 3157
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree in Human Resources related subject or willingness to work towards.	Postgraduate Diploma in Human Resource Management. Membership of the Chartered Institute of Personnel and Development.	A/I/R
Experience		
A sound working knowledge of a range of policies and management procedures. Previous experience of working within an HR environment.	Knowledge/experience of working within a public sector environment.	A/I/R/T/ P
Skills and competencies		
Proficient with indepth knowledge of a range of relevant IT packages. Ability to interpret and translate detailed legislative information. Ability to judge and analyse appropriate courses of action when advising managers and staff. Ability to plan, prioritise and organise workload to meet conflicting and competing service needs. Demonstrate interpersonal skills with an ability to communicate, negotiate and influence a range of staff and management at all levels within the council with the ability to establish links with external organisations both verbally and written using the most appropriate mechanism fore the achievement of required outcomes. 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 HR service and organisation both internally and externally. Maintains a professional demeanour in stressful and difficult situations.		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. Contact with staff/public/clients in dispute with the County Council. Tenacity and resilience.		I/R/Q
Motivation		
Commitment to the values of the HR function and to professional development of self and others. 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

Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated		
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Other

Able to meet the transport requirements of the post		
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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