

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Human Resources Adviser - Specialist		<b>Service:</b> Human Resources		<b>Office Use</b>
<b>Band:</b> 8		<b>Workplace:</b> County Hall, Morpeth		JE Ref: 3158
<b>Responsible to:</b> HR Manager		<b>Date:</b> May 2016	<b>Manager Level:</b>	
<b>Job Purpose:</b> Provides a range of HR advice e.g. employee relations, workforce planning, equality and diversity, change management or specialist advice within a specific area. May design and deliver staff development and training courses. May implement all or part of a specific HR strategy e.g. OD Strategy, Learning and Development Strategy.				
<b>Resources</b>	Staff	Team of Human Advisors (Practitioners) (approx. 4 x Band 7, 1 x Band 5/3)		
	Finance	Authorised signatory for small payments/authorised signatory. Authorised signatory with regard to issuing financial instructions to payroll, authorising expenses and travel claims. 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.		
<b>Duties and key result areas:</b>				
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14. To advise managers and staff by interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices are maintained and legal obligations uphold. This requires assessing complex situations to recommend options open to managers.
15. To advise managers in the planning and implementation of organisational change processes and manage any subsequent redeployment and redundancy issues.
16. To provide advice and guidance to managers in carrying out disciplinary, grievance and performance issues including HR panel advice at internal hearings including disciplinary action, grievance hearings, sickness counselling and management, interpretation of HR policies and workforce strategies.
17. Develop and 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.
18. Conduct briefings to large groups of staff on HR issues e.g. change management, induction etc.
19. Organisational responsibility for specialist HR issues e.g. Equality and Diversity
20. To promote concepts of equality of opportunity and management of diversity, ensuring that HR practices are transparent and non-discriminatory.
21. To deputise for the Human Resources Manager/Business Partner as required.
22. Ensure workforce information is used appropriately to support management decisions (e.g. sickness absence, turnover, vacancy rates etc) within a dedicated service portfolio.
23. To support HR/OD projects which support the overall organisational efficiency programme of Northumberland County Council.
24. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
25. 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.
26. 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
27. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed.
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

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> HR Adviser - Specialist		<b>Service:</b> Human Resources	Ref: 3158
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
Postgraduate Diploma in Human Resources or equivalent demonstrable portfolio of experience. Evidence of continued professional development (CPD).		Maintained chartership of CIPD	A/I/R
<b>Experience</b>			
A sound working knowledge of employment legislation, good HR practice and policies and management procedures, gained via significant previous experience of working in an HR environment. Previous working knowledge of the public sector.		Experience of managing people	A/I/R/T/ P
<b>Skills and competencies</b>			
Effective negotiating/influencing skills Excellent communication and interpersonal skills All tasks to be undertaken with a high degree of speed and accuracy Excellent organisational skills, with ability to plan and co-ordinate activities Ability to build and maintain credibility with line managers Ability to analyse and make judgements involving complex facts or situations Ability to supervise staff 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
<b>Physical, mental, emotional and environmental demands</b>			
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 complex, difficult and emotional situations. Contact with staff/public/clients in dispute with the County Council. Tenacity and resilience.			I/R/Q
<b>Motivation</b>			
Commitment to the values of the HR function and to professional development of self and others. Ability to work with a team of staff whilst maintaining an independent role Ability to work under pressure and to tight deadlines Dependable, reliable and keeps good time. 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			I/R/Q
<b>Other</b>			
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