

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: HR, Legal & Communications		Service Area: Human Resources
JOB TITLE: Assistant HR Support Advisor (Organisational Planning & Change)		
GRADE: I		
REPORTING TO: HR Manager (Organisational Planning & Change)		
1.	JOB SUMMARY: To provide timely and professional HR advice to the Council and supported Schools and Academies. Working within the, Organisational Planning & Change Team you will provide support to the team and the Council 's Managers on a range HR matters including Organisational Change, Pay and Reward, Pensions, Workforce Data and Recruitment HR matters. To work flexibly across the HR Service to help meet workload requirements as well as to support personal development opportunities.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Provide timely and professional advice to stakeholders, interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices and legal obligations are maintained.
	2.	Develop and maintain productive and collaborative relationships with Stakeholders, including Directors, Managers, Schools, Employees, Xentrall Shared Services, recognised trade unions and their representatives.
	3.	Provide assistance to the HR Manager, Senior HR Advisor and HR Advisors on organisational change including organisational restructures and TUPE transfers in and out of the organisation as required.
	4.	Provide support with the recruitment process, including best practice and improving the candidate experience.
	5.	Support the provision of advice regarding pay and reward including statutory reporting, redundancy, retirement, other exit payments.
	6.	Support the job evaluation of posts and personal regrading applications, ensuring parity of pay / equal pay across the Council.
	7.	Provide advice on NJC, Craft, Soulbury and Teachers terms and conditions of service.

	8.	Assist in the implementation of the Council's Single Status Agreement, Craft Agreement, Pay Policy Statements and other Statutory Pay Reporting requirements.
	9.	Provide advice and guidance on the Local Government (LGPS) and Teachers (TPS) Pension Scheme, as appropriate.
	10	Support the preparation of bi-annual / quarterly workforce reports and production of interactive dashboards through the collection, calculation and analysis of information from ResourceLink
	11	In collaboration with Service Managers and other HR Teams, support the production of workforce plans for Directorates / Service Areas / Teams ensuring trends are identified, risks captured, recommendations made, and action plans followed.
	12	Support the production of Statutory Reports such as Public Sector Equality Duty and Gender Pay Gap.
	13	Respond to internal and external requests for workforce data, such as Data Subject Access Requests / Freedom of Information requests as required
	14	Support the development of HR strategy, policy, procedures, guidance documentation and management systems.
	15	Promote equality of opportunity and diversity, ensuring that HR practices are transparent and non-discriminatory.
	16	Provide assistance to Schools and Academies with Head Teacher recruitment campaigns.
	17	Support the administration and promotion and of employee benefits as required.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description updated October 2021



PERSON SPECIFICATION

Job Title/Grade	Assistant HR Support Advisor (Organisational Planning & Change)	I
Directorate / Service Area	HR, Legal & Communications	Human Resources
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	CIPD / HR Level 3 qualification or equivalent work experience,		Application form
Experience	Experience in HR in case work, employee support, employee development, organisational change, pay and reward or similar professional advisory role. Experience of working as part of a team	Local Government or Public Sector experience	Application / Interview
Knowledge & Skills	A good knowledge of Employment Law. IT skills including Microsoft Office.	Knowledge of local government/teacher's terms and conditions of service.	Application / Interview

	<p>Good communication skills both written and verbal</p> <p>Problem solving skills</p> <p>Good organisational skills in order to deal with conflicting priorities and meet deadlines</p>	<p>Knowledge of local government pension scheme/teachers pension scheme.</p>	
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Ability to handle difficult situations.</p> <p>Resilience</p> <p>Ability to work independently and use your own initiative</p> <p>Proactive in dealing with issues and projects</p> <p>Ability to work corporately</p>		<p>Application / Interview</p>
<p>Other requirements</p>		<p>Ability to undertake independent travel.</p>	

Person Specification updated January 2021