**The Role of HR Advisor in South Tyneside Council**

**Describe a typical day?**

My role is immensely varied so I wouldn’t say there was any such thing as a ‘typical’ day, that is what makes it so interesting. As an HR Advisor I very much need to be adaptable to the needs of the managers and the services I support. One day I could be supporting one manager with a sickness case, another with a capability or disciplinary case and the next I could be delivering training to managers or Head Teachers. Supporting managers with individual cases is just one aspect of the role. I am involved in supporting senior managers with service restructures, changes to terms and conditions, negotiations with trade unions and in a number of other areas. I support managers with the most complex cases up to employment tribunals and liaise with managers at all levels including Directors and Heads of Service.

I am also responsible for policy development and review, helping ensure the organisation remains up to date with legislation and best practice.

I am involved in a number of projects being rolled out across the organisation and I am supported and encouraged by both direct and senior management. This gives me a mix of ‘reactive’ and ‘proactive’ work which has been excellent in allowing me to develop as a generalist HR Practitioner and is very satisfying professionally.

**What skills are needed for this role?**

Excellent people skills are a must. You will be supporting/liaising with employees and managers at all levels across the organisation. You must have good generalist HR knowledge but be keen to develop this and be proactive in taking up opportunities to do so. Communication, organisation, problem solving and negotiation skills will all be needed as there is such a variety of duties/tasks. You need to be a positive, pro-active person, willing to take on new challenges that come your way. Flexibility and adaptability are essential

**What’s it like to work in the team?**

The input of our team members is very much valued and we are given opportunities to develop and work in areas of interest. We are regularly given access to internal and external training opportunities.

The team has a wealth of experience and support each other in our development. We are flexible and positive and I know if I need any help with any aspect of my role there will be someone who will willingly pitch in to do so.

The organisation, and our team, have fully embraced the opportunity for hybrid working. I have the flexibility to predominantly organise my own diary/workload and work from either one of the Council’s offices or from home as I choose. The flexitime system also allows me to adapt my working hours around caring responsibilities, family events and other appointments I may have. This is fantastic for my work life balance and I feel I do so with the full confidence and support of my manager.

The team are warm, welcoming, supportive and very hard working. Since joining the team I feel I have been able to massively expand my skills, knowledge and experience in so many areas.