

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> People Adviser		<b>Service:</b> People & Culture	<b>Office Use</b>
<b>Band:</b> 8		<b>Workplace:</b> County Hall, Morpeth / Agile	JE Ref: 4439
<b>Responsible to:</b> People Partner		<b>Date:</b> April 2024	<b>Manager Level:</b>
<b>Job Purpose:</b>			
<ul style="list-style-type: none"> <li>Provide a range of People advice to Directorates, working closely with the People &amp; Culture Team to implement the people agenda and address all associated matters in accordance with best practice methodology, internal compliance and legal requirements. Support the delivery of the People &amp; Culture Strategy and work in such a way that proactively supports pace, innovation and customer service in the People service delivery.</li> </ul>			
<b>Resources</b>	Staff	Mentoring of Assistant People Advisers (Band 6) and People Graduate (Band 5)	
	Finance	Authorised signatory for small payments. 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	Responsible for significant amounts of sensitive data relating to employee's personal circumstances, health and case management. Also privy to information that requires the highest level of confidentiality.	
	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>			
<ul style="list-style-type: none"> <li>First point of contact for line managers and employees and be involved in all areas of HR, conducting activities in areas such as employee relations (disciplinary and grievances), absence management, performance management and supporting change initiatives. You will have responsibility for building and developing relationships with your stakeholders and acting as a champion for the People Operations team.</li> <li>Provide generalist People advice and support on terms and conditions of employment and People policies and procedures, with a view to resolving matters and mitigating risk. Advise Directors/Heads of Service and Managers on terms and conditions of employment, current employment legislation and knowledge share best practice with them in line with People policies.</li> <li>Manage and provide guidance and advice to managers in employee relations matters/casework including dispute resolution, disciplinarys, grievances, dignity at work, performance management (capability) absence management, redeployment, TUPE, change management, redundancy, probation, as well as recruitment and retention of quality staff.</li> <li>Attendance at internal hearings to provide People advice to the panel including disciplinary action, grievance, performance and probation issues and absence management.</li> <li>Work with Directors/Heads of Service, managers and staff in promoting a positive relationship to implement national, regional and local initiatives within a lead specialist area of expertise.</li> <li>Support the provision of innovative people advice as well as solutions and development which contribute to the operational delivery and strategic direction of Directorates enabling the achievement of Directorate plans, thereby adding value that results in excellent services to the population of Northumberland and the overall delivery of organisation objectives.</li> <li>Provide and receive complex/highly complex, sensitive or contentious information and act as a People champion/specialist within a designated area.</li> </ul>			

- Provide timely and accurate data/workforce information to Directorates to enable Directors/Heads of Service/Managers to proactively manage their People provision and make decisions in relation to sickness absence, turnover, vacancy rates, etc.
- Support managers in delivering change initiatives by providing advice and guidance on the change management process.
- Develop and review people policies and procedures, ensuring they reflect the latest legislative changes.
- Contribute to People and Culture Projects which support the delivery of BEST New Ways of Working and Service Improvement.
- Partner with OD, Acquisition, DE&I and Wellbeing colleagues to provide an integrated People and Culture service, collaborating on projects in the delivery of the People and Culture strategy. .
- Assist and support the People Partners, Senior People Partners and Senior People Manager in the implementation of national strategies and developments that support changing initiatives across the Council.
- Assist and support the implementation of the organisations ambitions regarding DE&I, working with managers and teams to develop an inclusive culture and ensuring people practices are transparent and non-discriminatory.
- Deputise for the People Partners as and when required.
- Mentor Assistant People Advisers and People Graduate providing motivation and personal development.
- Develop and deliver both formal and informal training to large/small groups of staff (managers/team leaders/supervisors) on HR Policies and Procedures.
- Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
- 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.
- 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**

<b>Post Title:</b> People Adviser	<b>Service:</b> People and Culture	Ref: 4439
<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 People practice and policies and management procedures, gained via significant previous experience of working in a People 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 People 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 People 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