



Stockton-on-Tees
BOROUGH COUNCIL



Job Description

People Advisor

Job details

Grade:	K
Directorate:	Corporate Services
Reporting to:	Senior People Partner
Location:	Dunedin House, Stockton-on-Tees
Contract:	Full time (37 hours)

Job Summary:

Working as part of the People Operations team, you will provide professional HR advice and support to managers and senior leaders across a range of people management and organisational change activities.

You will support the delivery of workforce and people strategies, using data and insight to inform decision-making, improve performance and enhance the employee experience.

The role includes advising on attendance management, disciplinary, grievance and capability matters, organisational reviews, TUPE transfers, delegated decisions and job evaluation, as well as supporting policy development, projects and manager development initiatives.

You will help promote an inclusive and high-performing culture, building positive working relationships and delivering practical, customer-focused people solutions that support the Council's priorities.

As an advocate for equality, diversity and inclusion, you will help ensure that our policies, practices and culture promote fairness, belonging and opportunity for all employees.

Your day to day:

- Provide professional and timely HR advice, interpreting policies, employment legislation, case law and best practice to support effective decision-making and ensure legal compliance.
- Support workforce planning, succession planning, talent development and business continuity across allocated services.

Advise managers and senior leaders on:

- Attendance management, Occupational Health referrals, ill-health retirement and case review hearings.
- Disciplinary, grievance and capability matters, including complex investigations, hearings and appeals.
- Organisational change programmes, restructures and TUPE transfers, including redundancy and exit processes.
- Undertake job evaluation and personal regrading assessments, ensuring consistency and equality of pay.
- Build effective relationships with directors, managers, headteachers, governors, employees, trade unions and other key stakeholders.
- Develop and deliver training, briefings and guidance to managers and employees on people policies and procedures.
- Contribute to the development and review of people strategies, policies, procedures and management practices.
- Lead or support workforce projects and continuous improvement initiatives.
- Represent the People & OD Service at meetings, working groups and organisational forums.
- Champion equality, diversity and inclusion, ensuring people practices support a fair, inclusive and respectful workplace.



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Personal Specification

Essential criteria

Qualifications:

- CIPD / HR Level 5 qualification or equivalent work experience.

Experience:

- Experience in HR in complex case work, organisational change or similar professional advisory role.
- Experience of working as part of a team

Knowledge and skills:

- A comprehensive knowledge of Employment Law.
- IT skills including Microsoft Office.
- Excellent communication skills both written and verbal
- Negotiating skills
- Problem solving skills
- Excellent organisational skills in order to deal with conflicting priorities and meet deadlines

Behaviours:

- Demonstrate the Council's Behaviours which underpin the Culture Statement
- Ability to handle difficult situations.
- Resilient
- Ability to work independently and use your own initiative
- Proactive in dealing with issues and projects
- Ability to work corporately

Other requirements:

- Independent travel



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Personal Specification

Desirable criteria

- Coaching qualification (or willing to work towards)
- Local Government or Public Sector experience
- Knowledge of local government/teacher's terms and conditions of service.
- Knowledge of local government pension scheme / teachers' pension scheme.

General (for all Council colleagues)

- **Job Evaluation:** This job description supports grading under the NJC Job Evaluation scheme adopted by Stockton Council.
- **Flexibility:** Duties listed are not exhaustive; additional tasks may be required within the scope of the role.
- **Values & Conduct:** Act in line with Council Values, Behaviours, Code of Conduct, professional standards, and promote equality and diversity.
- **Corporate Parenting:** Share the Council's ambition for children in care and care-experienced young people to thrive and be protected from harm.
- **Personal Development:** Take responsibility for your own learning and growth, as outlined in the Council's Culture Statement.
- **Customer Service:** Deliver consistently high-quality service to all internal and external customers.
- **Policies & Procedures:** Comply with all Council policies and procedures.
- **Health & Safety:** Maintain personal safety and follow Council health and safety requirements.
- **Safeguarding:** Be alert to potential abuse of children and vulnerable adults and act in accordance with the Council's Safeguarding Policy.



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