

## Job Description

**POST:** HR Advisor (Council)  
**GRADE:** PO2  
**RESPONSIBLE TO:** Team Leader

### BASIC OBJECTIVES OF THE POST

1. Provide a professional, high quality and customer focussed employee relations advisory service for the Council, fully reflecting the Council's equal opportunity policies.

2. Proactively influence and support services to improve employee relations.
3. To provide guidance and support on a range of casework and deal with employee relations matters.

4. Support the development of managers in people management through coaching and HR training as appropriate.

5. To contribute to HR policies and practice.

### MAIN DUTIES AND RESPONSIBILITIES:

1. Provide an employee relations advisory service to your account areas. Provide advice and support to accounts in respect of all employee relations (ER) case issues building good relationships with Directors, Senior Management team and managers

2. Maintain and update case work schedules and performance data required on a regular basis.

3. Work with the HR Business Partners, the ER Advice Senior Officer/Team Leader and the HR Pay and Data Team to utilise information that enables people management effectiveness to be monitored.

4. Work closely with other colleagues in the service to ensure that the HR service operates effectively and the business objectives of the Service are met.

5. Advise on employee relations cases that include absence, capability, disciplinary, grievance, redundancy and redeployment process, change management, consultation (individual and collective) in accordance with agreed procedures and best practice. This will include supporting managers to resolve the problems and supporting them to develop action plans to resolve the case.

6. Assist and advise managers in planning/consultation/negotiation with staff and Trade Unions, for example TUPE, restructuring and settlement agreements.

7. To assist managers with providing advice and support with the preparation of appeals including member appeals and Employment Tribunal claims and attending Employment Tribunals.

8. Undertake job evaluation as necessary in accordance with the policy and process.

9. To advise managers on the management of sickness absence policy and liaise with the Occupational health Service on individual cases. Attend and advise at sickness review meetings for account areas.

10. Keep informed of legislative and policy changes relating to HR. Maintain knowledge of National/Local conditions of employment.

11. Advise, guide, coach and support line management on HR related matters, in line with HR Policy ensuring legislative requirements are met and sound employee relations are facilitated and promoted.

12. To participate in the preparation of and delivery of bespoke training related to employee relations matters.

13. To attend multi-agency Child protection conferences and to offer advice and support to managers in regard to safeguarding issues, where applicable.

14. To facilitate a mediation service across Corporate services to ensure conflict resolution between staff members.

15. Support the running of meetings with trade unions dealing with corporate IR matters, as required.

16. To lead and undertake specific HR projects as directed by management with an ability to work on initiative including setting priorities, targets and meeting deadlines.

17. Undertake research as and when necessary into HR policy and practice.

18. Prepare and present reports to any required meeting or forum.

19. As a member of the ER team to be responsible for ensuring that business process re-engineering, systems, documentation are maintained and updated to ensure timely accurate data and case management tracking is implemented.

20. Carry out the duties of the post-holder will have functional links with senior managers across the Council, Local Authorities, Trade Union representatives, and external employer's organisations.

21. Contacts would cover a range of internal and external working groups (e.g. London Councils and Employers Organisation), and Council Committees, and meeting with Counsel on Employment Tribunal matters.

22. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.

23. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

24. To undertake any other duties which may be reasonably required which are commensurate with the grade of the post.

25. The post holder will be expected to 'model' a customer focused approach and a commitment to personal and professional development.

## MAIN CONTACTS

Main contacts the post holder will deal with in the role.

- Councillors
- Senior Leadership Team – Chief Officers, Assistant Directors, Head of Service, Head teacher and Senior Leadership Team
- Child Protection Officers, LADO and Social Services
- Outside agencies – Police, Solicitors, Home Office
- Trade Unions
- Occupational Health Department
- Legal
- Fraud & Audit
- Payroll

## Person Specification

**HR Advisor (Council)**

**POST:**

The Person

**Qualifications:**

CIPD membership or equivalent

Desirable

**Experience**

Extensive experience of working within an HR environment in a Local

Essential

Government setting or .

Experience of utilising information technology to improve service

Essential

delivery

**Knowledge**

Experience of working in a unionised environment

Essential

Thorough understanding of current issues, policies and developments

Essential

at a local and national level that are relevant to the post.

**Skills**

Demonstrate a sound knowledge of employment issues.

Essential

Proactively identify ways to support managers/Head Teachers

Essential

Ability to maintain a positive working relationship with senior

Essential

managers/Head Teachers and promote HR Services.

Ability to support, persuade, influence and coach customers on

Essential

employee relations issues

Excellent oral and written skills and ability to write letters, reports and

Essential

policies.

Ability to provide advice tailored to the objectives and working

Essential

practices of each case and site.

Ability to support managers/Head Teachers in all aspects of people

Essential

management, including giving advice and developing solutions to

people problems within a framework of risk management.

**Other attributes**

Demonstrate an understanding of equalities through direct personal

Essential

achievement and commitment to consultation, involvement and

equality of opportunity in both employment and service delivery.

Essential

Ability to work in a rapidly changing, often stressful, high profile

Essential

environment

Must be flexible and adaptable.

Essential

Be intuitive and be able to quickly assess cases and situations.

Essential

1. To work with schools in fulfilling their responsibilities in accordance with their delegated authority and related employment legislation
2. To undertake the LA's statutory duty in attending and providing advice at formal meetings to community schools within the borough.
3. To liaise with colleagues throughout the Children and Young People's service to promote school improvement.
4. To advise and guide School leaders/managers at all levels in their understanding and local implementation of their Workforce Plan in the delivery of School plans, ensuring that good practice HR Management and Development is embedded in all activities.

## MAIN DUTIES & RESPONSIBILITIES

The post holder will be expected to commit fully to participating as an active HR staff team member, locally representing the function.

The post holder will need to work closely within the traded service agreement ensuring that we maintain the current contract and negotiate new business with schools.

The purpose of the role is to broker (and as appropriate) supply the provision of the full comprehensive and customer focussed range of high quality HR Advisory Service to support schools in the implementation of their school's plans ensuring that the HR Workforce Plan is in place and used as a framework for focusing staff related activities. Advice is given in a consistent and enabling way, and that all staff are treated in keeping with the School's values.

## BASIC OBJECTIVES & PURPOSE OF THE POST

|                  |                              |
|------------------|------------------------------|
| POST:            | HR Advisor (Schools)         |
| GRADE:           | PO3                          |
| RESPONSIBLE TO:  | HR Account Manager (Schools) |
| RESPONSIBLE FOR: | None                         |

## Job Description



5. To take a lead role in researching, developing and updating HR policies & procedures across the schools and implementing any changes. To review all HR services in Schools and identify any areas where HR policy, contractual terms and conditions and/or procedures are not fit for purpose, making recommendations on areas for improvement, ensuring that all decisions are communicated effectively to relevant members of the HR team so that any changes can be made across all Schools.

6. To develop realistic short and medium term strategies and plans for School resourcing, performance management and capability improvement, working with appropriate members of the schools and HR colleagues, and ensuring that all strategies and plans are formally monitored and reported to HR Senior Management Team and revised annually as part of the HR planning process.

7. Build and maintain effective and efficient working relationships with senior stakeholders i.e. Governors, Head teachers and other school staff and provide a regular program of visits.

8. Work closely with the Legal department with the preparation of appeals by providing detailed advice and for Employment Tribunal claims provide background and attend.

9. To promote effective working relationships with trade unions and the workforce by resolving issues in a consistent, fair and effective manner, in accordance with HR best practice. To advise and support with the planning and implementation of organisational change affecting groups of schools, including providing advice on redundancy and redeployment processes and TUPE.

10. To assist in the preparation of and participate in, the delivery of training on HR policies and procedures to Governors, Headteachers and Managers. On specific occasions to co-ordinate, prepare and plan a particular training course.

11. To attend multi-agency Child Protection conferences and to offer advice and support to schools and managers with child protection issues.

12. To provide a mediation service to schools to ensure conflict resolution between staff members.

13. To provide relevant management information and facilitate a proactive and strategic approach to all areas of HR activity, ensuring benchmarking and reporting of information is undertaken to enable and inform both School level and Council level decision making.

14. To attend occasional meetings outside normal working hours.

15. To undertake any other duties, which may be reasonably required, which are commensurate with the grade of the post.

## MAIN CONTACTS

Main contacts the post holder will deal with in the role.

- Senior Leaders in schools – Governors, Head teacher and Senior Leadership Team
- Child Protection Officers, LADO and Social Services
- Outside agencies – Police, Solicitors
- Trade Unions
- Occupational Health Department
- School Improvement Partners
- School Finance
- Governor Support Services
- Legal
- Fraud & Audit
- Payroll

