

## 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 effectively 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**

**POST: HR Advisor (Council)**

**The Person**

**Qualifications:**

CIPD membership or equivalent **Desirable**

**Experience**

Extensive experience of working within an HR environment in a Local Government setting or . **Essential**

Experience of utilising information technology to improve service delivery **Essential**

**Knowledge**

Experience of working in a unionised environment **Essential**

Thorough understanding of current issues, policies and developments at a local and national level that are relevant to the post. **Essential**

**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 managers/Head Teachers and promote HR Services. **Essential**

Ability to support, persuade, influence and coach customers on employee relations issues **Essential**

Excellent oral and written skills and ability to write letters, reports and policies. **Essential**

Ability to provide advice tailored to the objectives and working practices of each case and site. **Essential**

Ability to support managers/Head Teachers in all aspects of people management, including giving advice and developing solutions to people problems within a framework of risk management. **Essential**

**Other attributes**

Demonstrate an understanding of equalities through direct personal 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 environment **Essential**

Must be flexible and adaptable. **Essential**

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