

# Job Profile

Position Details	
Post	HR Advisor
Service Area	Customers, Transformations and Resource / Human Resources & Org Development
Reports to	Team Leader
Grade	PO2
Job Family	To be completed by HR

Role Purpose
To provide a professional, high quality and customer focussed service advisory service to Council customers on a range of complex case work and employee relations issues, fully reflecting the Councils diversity and equality policies.

Main Responsibilities
<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. Assist and advise managers in planning/consultation/negotiation with staff and Trade Unions, for example TUPE, restructuring and settlement agreements.</li> <li>4. Maintain and update case work schedules and performance data required on a regular basis.</li> <li>5. Work with the HR colleagues to utilise information that enables people management effectiveness to be monitored.</li> <li>6. To assist managers with providing advice and support with the preparation of appeals including member appeals and Employment Tribunal claims and attending Employment Tribunals.</li> <li>8. Undertake job evaluation as necessary in accordance with the policy and process.</li> <li>7. 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.</li> <li>8. Keep informed of legislative and policy changes relating to HR. Maintain knowledge of National/Local conditions of employment.</li> <li>9. 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.</li> <li>10. To participate in the preparation of and delivery of bespoke training related to employee relations matters.</li> </ol>

11. To attend multi-agency Child protection conferences and to offer advice and support to managers in regard to safeguarding issues, where applicable.
12. To facilitate a mediation service across Corporate services to ensure conflict resolution between staff members.
13. Support the running of meetings with trade unions dealing with corporate IR matters, as required.
14. 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.
15. Undertake research as and when necessary into HR policy and practice.
16. Prepare and present reports to any required meeting or forum.
17. As a member of the Advisory 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.

#### **Additional Requirements of the Postholder**

18. 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.
19. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
20. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
21. To undertake any other duties which may be reasonably required which are commensurate with the grade of the post.
22. The post holder will be expected to 'model' a customer focused approach and a commitment to personal and professional development
23. Support the development of managers in people management through coaching and HR training as appropriate.
24. Contribute to HR policies and practice.

#### **Generic Responsibilities**

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b> CIPD or equivalent	Desirable
<b>Experience</b> Experience of advising managers on a range of employment issues including discipline, performance and absence in a unionised environment.	Essential

Experience of developing policy	
<b>Knowledge</b>	Essential
Employment law	Essential
Sound knowledge of good practice policies and approaches with respect to management of employment issues.	Essential
Thorough knowledge of and commitment to the promotion of equalities and diversity.	
<b>Skills</b>	Essential
Ability to create positive working relationships with all stakeholders and customers	Essential
Ability to coach customers on employee relations issues.	Essential
Excellent communication skills both written and oral.	Essential
Offer a solution focussed approach to managing employment issues.	Essential
Good analysis skills	Essential
Can work at pace.	

Main Contacts & Other Information
<u>Main Contacts:</u> Senior Leadership Team, Managers, Employees, Legal, Trade Unions, Occupational Health, Fraud and Audit, Payroll, Child Protection Officers, Lado

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
None				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	20%	Use of a computer.	Yes	60%
Audio typing.	Yes	20%	Crisis or conflict situations.	Yes	20%
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
No
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – HR systems, case management etc.
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No