

**Role Profile**

This section provides key information relating to the role

Job Title:	Human Resources Advisor		
Post No:	RP0015	Grade:	Scale J
Team:	Human Resources	Location:	WGC & hybrid working
Responsible to:	Human Resources & Organisational Development Manager		

Overall job purpose:

To support the provision of a professional and comprehensive Human Resources service to meet the strategic aims and objectives of the Council.

To provide advice and guidance on the full range of HR issues, including resourcing, employee relations, developing people and organisational change and development.

Key areas of focus:

1.	To provide professional and consistent advice to employees, managers and Councillors on all human resource related matters, including the provision of professional advice on employment law and best practice.
2.	To take an active role in the development of the HR service by reviewing existing processes and procedures and liaising with other teams to implement changes.
3.	To ensure that the HR service responds to legislative and technical changes and develops and maintains up to date policies and procedures to facilitate the Council to manage its workforce effectively and lawfully.
4.	To prepare and present reports and briefings to managers, Councillors and other organisations as required.
5.	To assist in the delivery of the Council's Transformation Strategy and action plan, ensuring that its delivery supports the Council in achieving its strategic objectives and priorities.
6.	To take an active role in the development and implementation of strategies which support organisational change and development.
7.	To advise on equality and diversity matters, ensuring compliance with legislation and best practice.
8.	To develop policies and procedures to meet the strategic aims and objectives of the Council.
9.	To undertake project work as directed by the Human Resources & Organisational Development Manager.

10.	To be responsible for the case management of employee relation issues, including disciplinary, grievance, redundancy, and sickness management.
11.	To provide advice on the interpretation, implementation and application of employment law, case law and internal policies and procedures.
12.	To participate in job evaluation panels.
13.	To consult with recognised trade unions, professional bodies and other agencies.
14.	To integrate databases to produce reports and provide analysis of the data for management, committees and for external bodies, including statutory returns
15.	To maintain an up-to-date knowledge of employment legislation, best practice and policy developments and their impact on the delivery of the Council's services.
16.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
17.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
18.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the essential and desirable criteria required in this role

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Graduate member of CIPD (minimum of level 5) or equivalent	x		AP
Proven experience of developing policies and processes	x		AP/IN
Proven experience of consultation & negotiation on complex issues	x		AP/IN
Proven experience of dealing with employee relations issues including working with trade unions	x		AS/IN
Substantial experience of managing complex issues including restructures, redundancies, absence management and change management initiatives	x		AP/IN
Experience of working in Local Government		x	AP

Knowledge			
Up to date and detailed knowledge and understanding of employment law and best practice	x		AP/AS/IN
Skills and abilities			
Ability to understand varied employment situations and recommend appropriate interventions	x		IN
The ability to manage emotionally demanding, contentious situations & work-related pressure	x		IN
Excellent communication and interpersonal skills	x		IN
Ability to build effective working relationships and influence others	x		IN
Proven ability to deliver effective organisational change	x		IN
Proven ability to manage varied workload to a high standard and tight deadlines	x		AS/IN
Excellent computer skills	x		AS
Ability to manipulate databases with accuracy and reporting	x		AS/IN
Ability to deliver training sessions and briefings	x		IN
Able to discuss contentious & sensitive matters in a variety of circumstances	x		IN

Assessment Criteria: (AP) Application, (AS) Assessment, (IN) Interview

Our CORE Values and behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.