****JOB DESCRIPTION

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| Job Title | **Human Resources Advisor/ Senior Human Resources Advisor** | Post Number | As per contract of employment |
| Grade | GR 5 – 9 Career Graded | Service Area | Strategy and Resources |
| Special Conditions |  | Additional Benefits | Casual car user |
| Authorised by | Deputy Chief Executive | Date | July 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | * To work as a member of the Human Resources and Organisational Development team providing a timely, accurate and professional service to the councils in accordance with relevant service plans and strategies * To work alongside the HR Systems, Administration, Recruitment and Payroll teams. * To provide day to day operational advice and support across the whole range of Human Resources activity |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | HR & OD Business Partner / Head of Human Resources and Organisational Development |
| The postholder manages \supervises: | None |

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| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | 1. To work across all areas of the councils and provide employees and managers with timely, professional, accurate and operational support and guidance across the full range of human resources and organisational development activity including, but not exhaustive of, the following:  * terms and conditions of employment including compliance with employment legislation and good practice * recruitment and onboarding * discipline and grievance * change management - restructuring and re-organisation including assisting with establishment reviews and TUPE situations * termination of employment including redundancy and retirement * job evaluation * employee learning and development including delivery of training sessions * absence management, * occupational health * health and wellbeing * workforce planning |
| 2 | To ensure advice and support given reflects the provisions of employment legislation, best practice, council policies, procedures and conditions of service as appropriate. |
| 3 | To obtain support and advice from the HR&OD BP or Head of Human Resources and Organisational Development as line manager on a day to day basis or for more complex, sensitive and/or strategic issues relating to each of the above areas of activity. |
| 4 | To collate, report and share information from the HR systems (e.g. for manager reports, responding to FOI requests) |
| 5 | To develop, maintain and monitor policies, practices, systems and procedures at a level appropriate to the grade applicable. |
| 6 | To assist with evaluation of posts and provide professional support to job evaluation panels and appeals as appropriate, ensuring all documentation is maintained/recorded and notification of panel decisions. |
| 7 | To assist with corporate initiatives (e.g. Connect to Learn) and requirements as requested, including leading particular project areas or work-streams as required |

Indicative levels of responsibilities at each grade are as follows

* **Grade 5-6**: postholder fulfilling duties of post and able to advise on generally straightforward issues. Supporting the work of the Senior HR Advisers and HR&OD BP’s as required.
* **Grade 7**: postholder fulfilling duties of post and able to advise on relatively complicated issues only occasionally referring to/seeking support and direction from HR&OD BP /Head of Human Resources and Organisational Development on more unusual or complicated issues
* **Grade 8** postholder fulfilling duties of post and able to advise on complicated issues without reference to/seeking support and direction from HR&OD BP /Head of Human Resources and Organisational Development except on unusual, problem or complex issues
* Grade 9: – postholder fulfilling duties of post and expected to advise on complicated issues in liaison and under the direction of the HR&OD BP/Head of Human Resources and Organisational Development, but not normally requiring significant technical support. Works within a business partnering model, providing professional HR insight, technical advice and practical support to allocated services. Works with HR Advisers and HR Administration, Recruitment and Payroll teams to ensure end-to-end HR support is provided to services on matters in which they are advising.

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Knowledge of current employment and case law | E |  |
| Practical and up to date knowledge relating to issue of employment contracts and variations to terms and conditions of service | E |  |

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| Experience | Essential | Desirable |
| Able to demonstrate some experience of developing or delivering and and/evaluating learning and development activities | E |  |
| Ability to communicate effectively across all levels of the organisation | E |  |
| Ability to use professional judgement to identify solutions to issues | E |  |
| High degree of computer literacy | E |  |
| Previous work experience  Local Government /Human Resources Experience at levels specified above |  | D |

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| Skills Required | Essential | Desirable |
| Awareness of best practice and current issues within Human Resources and Organisational Development | E |  |
| Ability to work effectively as part of a team | E |  |
| Ability to work on own initiative | E |  |
| Strong customer service orientation/delivering excellence | E |  |
| Able to prioritise workload to ensure maximum performance | E |  |
| Practical/working knowledge of payroll administration |  | D |
| Awareness of wider issues affecting local government |  | D |

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| Behaviours | Essential | Desirable |
| Discreet and respects confidentiality | E |  |
| Acts in accordance with the council values of:  • Great customer service  • Openness and accountability  • Innovation and improvement  • Fairness and respect | E |  |
| Willingness to undertake any learning and development opportunities identified as necessary for the job | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.

Career Grade Progression

NOTE: Appointment to and progression through linked grades is dependent upon:

* achieving the relevant qualifications and experience detailed in the Person Specification
* management discretion as to the business requirement for work at the higher levels to be undertaken
* the postholder’s ability to undertake such work.

Normal incremental progression within the grade will apply until the postholder meets the criteria for progression to the next salary grade.

(a) BASIC CRITERIA

Qualifications and Experience

Grade 5

At appointment:

* GCSE or equivalent in Maths and English or can demonstrate actual numeracy and literacy at equivalent level and
* Willingness to work towards Chartered Institute of Personnel and Development (CIPD) Foundation Certificate in Human Resources Practice and/or professional qualification or CIPD membership at minimum student level and
* Over 1 year and up to 2 years experience in a busy Human Resources team undertaking Human Resources related administrative duties or an equivalent role

Progression to Grade 6: subject to :

* postholder meets criteria/experience specified for appointment to grade 6
* and line managers confirmation of satisfactory performance in the post/undertaking the level of responsibilities required at grade 5
* and line managers recommendation for progression to grade 6

Grade 6

At appointment

* GCSE or equivalent in Maths and English or can demonstrate actual numeracy and literacy at equivalent level and
* Certificate of Personnel Practice or CIPD Foundation Certificate or equivalent or can demonstrate knowledge or ability at an equivalent level and
* Willingness to pursue formal continued professional development (e.g. to work towards Chartered Institute of Personnel and Development (CIPD) foundation level or advanced qualification AND
* At least 2 years experience working in a busy Human Resources team undertaking Human Resources service related duties or equivalent role

Progression beyond the Grade 7 ‘bar’ after appointment:

* postholder meets criteria/experience specified for appointment to grade 7
* and line managers confirmation of satisfactory performance in the post at grade 6
* and line managers recommendation for progression to Scale 7

Grade 7

At appointment:

* GCSE or equivalent in Maths and English or can demonstrate actual numeracy and literacy at equivalent level and
* Successful completion of CIPD Level 5 Intermediate Diploma in Human Resources Management or equivalent or Associate membership of CIPD or can demonstrate knowledge or ability at an equivalent level and
* Willingness to continue to work towards Chartered Institute of Personnel and Development (CIPD) professional qualification or commitment to equivalent professional development and
* At least 2 years experience working in a busy Human Resources office as a Human Resources practitioner at level of Grade 6 Assistant Human Resources Adviser or equivalent role

Progression to Grade 8 subject to:

* postholder meets criteria/experience specified for appointment to Grade 8 AND
* line managers confirmation of satisfactory performance in the post at Scale 7 AND
* line managers recommendation for progression to Grade 8

Grade 8

At appointment:

* GCSE or equivalent in Maths and English or can demonstrate actual numeracy and literacy at equivalent level AND
* Successful Completion of the Level 5 Intermediate Diploma in Human Resources Management or equivalent (e.g. degree or equivalent relevant professional qualification) or can demonstrate knowledge and ability at equivalent level AND
* At least 2 years experience working in a busy Human Resources office as a Human Resources practitioner at level of Grade 7/HR Adviser or equivalent role

Progression to Grade 9 subject to :

* postholder meets criteria/experience specified for appointment to Grade 9 AND
* line managers confirmation of satisfactory performance in the post at Grade 8 AND
* line managers recommendation for progression to Grade 9

Grade 9

At appointment:

* A relevant degree level qualification (e.g. in Human Resources or development) or equivalent professional qualification (e.g. CIPD Level 7 Advanced Diploma in Human Resources Management or Development) AND
* At least 2 years generalist Human Resources professional experience at Grade 8/Human Resources Adviser level or equivalent role