

Job description

# HR Advisor

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| **Reports to:** | HR Manager |
| **Responsible for (directly):** | One |
| **Total staff Managed:** | One |
| **Working environment:** | Hybrid worker |

## Purpose of the Role

* To provide high quality and proactive professional advice and support to staff and Managers on all HR related matters including recruitment and selection, discipline, grievance, change management, TUPE, restructurings, grading and job design, policy advice, job evaluation, employment law and workforce planning
* Promote the values and principals of the Council in the delivery of the HR service

**Key Results Areas**

## Corporate responsibilities

* To understand the Corporate Plan priorities and values and contribute to the delivery of these in the provision of high-quality services to customers
* Actively promote equal opportunities and value diversity as both an employer and as a direct service provider, fostering a culture of fairness, equality and respect

## Operational Responsibilities

* Provision of high-quality advice, guidance, and support to Managers on all employee/ people related matters including but not limited to; recruitment and selection, discipline, grievance, change management, TUPE, absence management, grading and job design, policy advice, job evaluation and workforce planning to enhance organisational performance
* Supporting and coaching Managers in the use of council’s policy and procedural framework through the use of effective tools/techniques; including casework, recruitment and workforce planning/change management to help them develop their management capabilities
* Support to staff on matters relating to their health, wellbeing and employment with the Council with a focus on managing absence and performance
* To undertake activities relating to Safeguarding and Equality, Diversity and Inclusion as directed by the Head of Organisational Development/HR Manager
* Maintaining accurate and legally compliant records including file notes and records of casework
* To produce timely advice and guidance, including the identification of any risks, for managers and staff
* To ensure accurate and up to date establishment data and maintain organisational charts with service leads and finance colleagues on a monthly basis
* To ensure GDPR compliance on all data contained within HR systems, emails and files, including paper records
* Lead on specific projects/areas of work, key HR initiatives and change programmes to ensure they are delivered in accordance with agreed requirements realising effective co-ordination of people, resource, and talent; to ensure that, as appropriate, such initiatives are embedded, and benefits realised
* Leading on casework, making recommendations providing all the necessary support and advice to management as directed by the Head of Organisational Development (OD) and HR Manager
* To support the Head of OD and HR Manager on all aspects of HR related activity
* To produce, analyse and support the use of HR data and management information to drive effective decision making by Managers in the council
* To be proactive in researching, developing, promoting, benchmarking and evaluating effective policies and procedures and managers guidelines and to ensure compliance with legislation and best practice
* To champion best practice human resource management ensuring the effective management of staff through fair, efficient and pragmatic application of best practice
* Undertake such other duties as may be appropriate to the post as directed by the HR Manager/Head of Organisational Development

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

# Person Specification

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| **HR Advisor** |  | |
| **Experience Knowledge** | **/** | Practical knowledge and understanding of core HR activities including recruitment and selection, discipline, grievance, policy and procedural advice, restructurings, workforce planning and change management    Comprehensive HR experience as an advisor to senior and middle managers    Providing high level strategic support to senior managers on complex case work    Operating a job evaluation scheme and carrying out job evaluation assessments /supporting job evaluation panels    Supporting organisational change through effective change management processes    Developing HR policy and practice  Delivering HR projects and programmes  Sound knowledge of current HR practice, policies and procedures including relevant and up to date employment law |
| **Qualifications** |  | Level 7 CIPD qualification or extensive equivalent relevant experience in a similar role    Evidence of CPD  Additional qualification in specific HR related activity e.g. Organisational Development / Employment Law (desirable) |
| **Competencies** |  | Ability to provide pragmatic and timely HR advice and guidance to managers setting out options and risk    Ability to develop effective working relationships with managers at all levels    Ability to plan and co-ordinate activities of self and others in the context of conflicting priorities    Ability to develop/review HR policies and procedures to meet the needs of the organisation    Strong research and analytical skills and the ability to use data intelligently to support proactive decision making    Strong interpersonal skills including good listening skills and ability to respond to the diverse needs of others |
|  | | Able to use initiative    Able to work quickly and accurately under pressure whilst ensuring attention to detail    Ability to lead on project work as directed    Ability to coach others and promote a coaching environment/culture  Ability to problem solve in a pragmatic manner  Able to positively influence people at all levels |
| **Personal Qualities and Attributes** | | Self-awareness  Openness and honesty and integrity  Personal resilience  Fairness and consistency  Ability to challenge self and colleagues constructively and sensitively  Flexibility and enthusiasm to adapt and develop new ideas and initiatives |
| **Behaviours** | | Effective communication  Working together  Taking personal responsibility  Putting Great Yarmouth First  Respecting others  People focused  Embracing change |
| **Personal**  **Circumstances** | | This role may involve working outside normal office hours |