

JOB SUMMARY

Post Title	<i>HR Adviser</i>						
Job Family	<i>Business Support</i>	Pay Range	<i>10</i>	Line Manager to others?	No	Role profile	<i>BS10</i>
Service Area	<i>Human Resources</i>						
Line Manager	<i>Operational HR Manager</i>						
Location	<i>Floor 1, County Hall</i>						

<p>Job Purpose To assist in delivering a proactive, effective and efficient HR advisory and support service for the council.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) 6-8 bullet points max</p> <ul style="list-style-type: none"> • Assist managers, employees and the HR support team in interpreting and applying the council's policies, standards and procedures, enabling directorate management teams and line managers to apply good practice guidelines in HR matters. • Assist in promoting and maintaining a good employee relations climate and in reducing the incidence of employee relations problems, sickness and employment tribunals. • Manage own case load of formal cases, liaising with employment lawyers as appropriate, up to and including attendance at employment tribunal when required. • Ensure that HR related policies, procedures, guidance notes and intranet pages are maintained up to date on a comprehensive range of matters and that all relevant information systems are in place so that line managers can easily locate and access all necessary information to enable them to deal with a range of operational HR issues arising within their team on a self-service basis. • Provide advice and guidance to directors and senior management teams on complex HR related issues affecting their teams. • Design and deliver policy related training as required. • Assist in encouraging a process of continuous improvement within the team and in ensuring a consistent approach to common issues, including mentoring and supporting the HR Officers in their roles

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples (if left blank refer to left hand column)	Essential	Desirable
Relevant experience within the service area/profession with evidence of appropriate specialist knowledge	Relevant experience providing HR advice and support	Yes	
Good knowledge of other areas of the authority relevant to the service	Good knowledge of issues relevant to working in a council setting.		Yes
Authoritative knowledge of specialist work practices	Authoritative knowledge of HR policies, procedures and best practice, comprehensive knowledge of pay and conditions applicable to staff employed in the public sector	Yes	
Excellent communication and interpersonal skills	Excellent interpersonal, negotiating and influencing skills. Able to gain respect and confidence of professional & management colleagues.	Yes	
Good literacy, numeracy and report writing skills.	Able to compose clear reports, correspondence and other documentation. Excellent attention to detail	Yes	
Good planning and organisational skills	Proven ability to prioritise and coordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved	Yes	
ICT skills including use of Microsoft	Excellent working knowledge of Microsoft	Yes	

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applications	Outlook, Word and Excel		
ICT skills	Experience of HR software		Yes
Experience of contributing to project delivery		Yes	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to B Tech higher or NVQ level 4 or equivalent		Yes	
Post Graduate Diploma in Personnel Management (level 7) or equivalent		Yes	
Evidence of continuing professional and personal development		Yes	
Member of CIPD			Yes
Other Requirements			
<i>Must be resilient in coping with complex and sensitive people issues</i>			
<i>May be required to work occasional evenings, and occasional overnight stays in relation to training</i>			