

JOB SUMMARY

Post Title	Trainee/Assistant HR Advisor						
Job Family	<i>Business Support</i>	Pay Range	<i>7A-E</i>	Line Manager to others?	<i>No</i>	Role profile ref	<i>BS07</i>
Service Area	<i>HR Operations</i>						
Line Manager	<i>Sharon Hartill, HR Operations Manager</i>						
Location	<i>Agile/County Hall</i>						

Job Purpose
To support the delivery of a proactive, effective and efficient HR advisory and support service for the council and schools.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Provide a solution focussed HR advisory service to all levels of managers and schools on a range of people management related issues
 - Assist managers, schools and the HR support team in interpreting and applying HR policies and procedures, enabling application of best practice.
 - Support the promoting and maintaining of a good employee relations climate
 - Under the guidance of the HR Operations Manager, support on a range of employee relations cases up to and including attendance at hearings as required.
 - Support the development and review of HR policies, procedures, and intranet pages.
 - Analyse data and to proactively identify any troublesome areas and initiate appropriate interventions with the relevant managers in liaison with HR Advisors.
 - Assist in encouraging a process of continuous improvement within the team and in ensuring a consistent approach to common issues.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within relevant working environment	<i>Experience of working within an HR environment</i> <i>Relevant experience of providing HR advice and support.</i> <i>Experience of supporting managers / colleagues through HR processes.</i>	* * *	
Extensive working knowledge of relevant processes and systems.	<i>Thorough understanding of HR policies and procedures within a local authority and schools setting.</i> <i>Knowledge and understanding of current employment legislation and the application of HR best practice</i> <i>Demonstrable working knowledge of building personal, interpersonal and collaborative skills within the organisation.</i>	* * *	
Considerable knowledge of the service provided in own area	<i>Able to evidence considerable knowledge and understanding of the wider role of HR, and of what it takes to be an effective HR professional</i> <i>Good knowledge of issues relevant to working in a council setting.</i>		*

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ICT skills including use of Microsoft application	<i>Excellent working knowledge of Microsoft Office applications such as Outlook, Word and Excel.</i>	*	
	<i>Demonstrable ability to interpret and interrogate HR data.</i>	*	
Good verbal and written communication skills	<i>Excellent interpersonal skills, negotiating and influencing skills. Able to communicate effectively and compose clear correspondence</i>	*	
Numerate and accurate with attention to detail	<i>Ability to undertake calculations of entitlements and payments. Good attention to detail</i>	*	
Understanding of how to deal with customers appropriately	<i>Ability to communicate confidently and professionally with colleagues at all levels and maintain strong working relationships.</i>	*	
Proven ability to prioritise workloads and achieve deadlines (both by self and with others)	<i>Proven ability to prioritise and coordinate workloads, to ensure standards, outcomes and deadlines are achieved.</i>	*	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
CIPD Level 5 Diploma in Human Resource Management or equivalent (or willing to work towards)		*	
Level 3/4 qualification or equivalent or able to demonstrate equivalent experience		*	
Other Requirements			
<i>Willing to undertake CIPD LEVEL 5 Diploma in Human Resources and any other relevant training commensurate with the role</i>			
<i>May be required to undertake additional duties as commensurate with your grade</i>			
Organisation Structure (optional)			