JOB SUMMARY

Post Title	***HR Advisor – Central Services***						
Job Family	*Business Support*	**Pay Range**	*10*	**Line Manager to others?**	**No**	**Role profile ref**	*BS10*
Service Area	*Human Resources*						
Line Manager	*HR Manager – Central Services*						
Location	*Council buildings/agile*						

Job Purpose

To assist in delivering a proactive, effective and efficient HR advisory and support service to central services (Corporate, Financial Management, Organisational Intelligence, Adults Social Care, Public Health and Community Services)

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- 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 Managers, Directors and senior leaders 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 other HR team memebrs 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, systems, policies, procedures and professional guidelines relevant to the work area.	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 with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	Excellent interpersonal, negotiating and influencing skills. Able to gain respect and confidence of professional & management colleagues.	**Yes**	

Good literacy, numeracy and report writing skills. High level of technical expertise in analysis, data manipulation.	Able to compose clear reports, correspondence and other documentation. Excellent attention to detail	**Yes**	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	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 applications and specialist systems which support procedures and record keeping.	Excellent working knowledge of Microsoft Outlook, Word and Excel	**Yes**	
	Experience of HR software		**Yes**
Experience of contributing to project delivery as part of a team.		**Yes**	
Qualifications			
Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	Educated to B Tech higher or NVQ level 4 or equivalent	**Yes**	
Relevant professional / vocational qualification.	Post Graduate Diploma in Personnel Management (level 7) or equivalent	**Yes**	
Professional registration may be required.	Evidence of continuing professional and personal development	**Yes**	
	Member of CIPD		**Yes**
Other Requirements			
May require relevant certifications including evidence of fluency in English language *Must be resilient in coping with complex and sensitive people issues* *May be required to work occasional evenings, and occasional overnight stays in relation to training*			
Organisation Structure (optional)			