

# HR Adviser / Senior HR Adviser

## *Job Description / Person Specification*

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## Job Description

**Job Title** HR Adviser / Senior HR Adviser

**Location** Civic Offices/ Hybrid working

**Grade/Salary Range** RG5 (scp 22 to 28) gateway at scp 25  
RG6 (scp 28 to 33) gateway at scp 31  
RG7 ( scp 33 to 39) gateway at scp 36

**Service/Directorate** HR and Organisational Development / Resources

### Job Purpose

The HR Adviser/Senior HR Adviser is part of a proactive and efficient HR professional team reporting to the HR Services Manager to provide a generic, comprehensive, and quality service to ensure the execution of HR policies, procedures and systems and support the delivery of HR interventions linked to the organisation's HR priorities.

The postholder will support the HR Services Manager and work in partnership with the Strategic HR & OD Partners in the delivery of an HR Advisory service to operational managers within the framework of the HR & OD service plan and the People Strategy by:

- Enhancing and continuously improving organisational effectiveness and employee relations
- Making a significant contribution at a corporate and operational service level through the delivery of key objectives through the integration of HR interventions with Directorate and Service delivery priorities
- Developing credible, positive relationships with managers and other client users of the HR and Organisational Development service

Senior HR Advisers will provide advice to senior managers up to and including Directorate / Corporate Management Team (CMT) level and attend Directorate Management Team (DMT) and CMT meetings as necessary alongside the Strategic HR and OD Business Partner.

### Designation of Post and Position within Departmental Structure

Reports to: HR Services Manager

### Main Duties and Responsibilities

*Part of a team providing comprehensive and effective HR advice and support to the Council, including working with other members of the HR and Organisational Development service in the development and implementation of HR policies, procedures, and systems in accordance with the corporate and directorate HR Strategies.*

- To assist in the development and production of corporate/directorate policy and procedures that underpins the corporate/operational HR strategies - performance management and change.

- Assist in the assessment of the implications of changes in UK and EU legislation, Codes of Practice and Regulations in conjunction with other sections of the HR service and operational managers.
- To provide an extensive level employment law and HR advice to managers and staff on a wide range of HR issues including grievances, disputes, restructures and redundancy, disciplinary hearings as well as providing advice on employment policy and practice in connection with organisational change, performance, and ill health management (including TUPE). Act as an adviser to management on employment law and policy during disciplinary hearings and/or investigations.
- Provide assistance in the preparation of cases presented to Employment Tribunals as directed by HR Services Manager from time to time.
- Provide advice and support to managers on referrals and consult with Occupational Health.
- Provide accurate advice to managers on legislative requirements under Equalities, Health & Safety, and employee relations.
- Provide training and development through coaching managers and HR staff on employment issues, as required.
- Advise employees on details of employment conditions including the Local Government Pension Scheme, referring more complex issues as and when required.
- Contribute to the delivery of corporate initiatives to support employee wellbeing.
- Enhance organisational effectiveness and employee relations and make a significant and measurable contribution to the improvement of service objectives through the integration of HR interventions with the service delivery priorities of the Council - at a corporate and operational service level.
- To contribute to the development and implementation of employment policies whilst ensuring that the most up to date policy is uploaded and made available on the intranet.
- Work with the Strategic HR and OD Business Partners and directorate managers in the development and implementation of performance management strategies for individuals and groups.
- Assist in the development and maintenance of positive relationships between directorates and HR and Organisational Development.
- Advise managers on the effective use and application of the Council's job evaluation system and conduct evaluations and moderation of posts as required.
- Contribute to the development and delivery of training programmes and briefings for members of the HR team/Council managers on employment law and other aspects of HR practice.
- Use professional credibility to build and influence key stakeholder relationships.
- Work in conjunction with HR & OD colleagues to promote and champion EDI across RBC.

#### *Enhance employee relations*

- Assist in the maintenance of positive employee relations through negotiation and consultation with the Council's trades unions at local level up to and including being a member of a joint negotiating team.
- Attend meetings of Directorate Joint Forums and Joint Trade Union Committee when required.
- To contribute to the development of employee relations initiatives designed to strengthen the employee commitment.
- Contribute to the development and delivery of HR services and the underpinning quality measures designed to demonstrate the effectiveness of the service's contribution

- To assist with the development and marketing of HR and Organisational Development services.
- Monitor and evaluate services for employees and managers designed to contribute to manager assessments of ill health (staff support and occupational health services).
- Senior HR Advisers will be expected to perform the above duties at a higher level of autonomy and self-direction together with greater depth of technical knowledge, application, and critical analysis. The postholder will be expected to lead specific work areas/projects and take responsibility for supporting the leadership of the HR Service. Responsibilities at this level include a lead contribution to research for (and the preparation of) -
  - Data returns for national bodies as well as corporate workforce profiles.
  - The development, delivery and dissemination of employment related management information, and the provision of statistics for internal (senior management groups and Council Committees) and external (including statutory) purposes.

## **Scope of Job (Budgetary/Resource Control/Impact)**

1. No budget management responsibilities.

## **Special/Other Requirements/Responsibilities of this Post**

**Level of DBS check required for this post** No Check Required

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**What other security/safer recruitment clearances are required for this post? (Excluding standard identity/work permit/education qualification checks)** Not applicable

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**Is this post “politically restricted”?** NO

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**Responsibility for Health & Safety:** LEVEL 1

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**Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified** Responsible for identifying and managing risks to service delivery and able to create and manage risk registers as part of project management.

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**Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above** N/A

## ***Pay Progression Criteria***

### ***HR ADVISER***

#### **RG5m**

Be able to produce written work of a complex nature for senior managers and clients of the HR Service without the need to refer such documents to senior members of the team.

Staff operating at this level will be expected to work with a significant degree of autonomy in both organising their own work programme as well as assisting other members of the team in providing guidance, advice and HR interventions to managers and other clients/users of the HR Service.

Staff at this level will have the following knowledge and skills -

- have a detailed knowledge of key areas of employment law as well as an appreciation of key elements of the main employment conditions of staff within the Council
- provide research and advice to managers on complex issues, referring only the most complex matters to senior managers within the team
- take part in briefings and induction sessions including the preparation of material as well as describing the role and function of the HR Service
- handle and conclude complex case work including disciplinary, capability and organisational change
- be involved in bringing more complex industrial relations issues to a successful conclusion - either as an individual or a member of a team
- Lead the critical assessment of HR service specific operational procedures/processes, making recommendations for change and taking a lead in implementing changes.

#### **RG6b**

Staff at this level will be expected to be educated to diploma level (NVQ level 4) in the relevant professional personnel / HR qualification.

Postholders at this level will have -

- Be able to prioritise and manage a diverse and sometimes competing workload.
- produce written and/or statistical work of a high standard of presentation and accuracy which requires little or no correction or adaptation and which are presented to meeting of senior managers.
- lead discussion of critical or important issues at HR team meetings and/or operational departments without support.
- analyse quantitative or qualitative data and make recommendations for change which are robust and reflective of the cultural environment.
- Play a focal role in the co-ordination of projects and group work within the HR Service and with clients/users of the service.
- Manage collective industrial relations issues with confidence, albeit with support and assistance from a senior manager from time to time.

- develop positive, effective, and credible relationships with managers and other client users of the HR service which are sensitive to the relevant cultural and operational environment.

## SENIOR HR ADVISER

### RG6m

- produce written and/or statistical work of a high standard of presentation and accuracy which requires little or no correction or adaptation and which are presented to meeting of senior managers and elected members.
- detailed knowledge of key areas of employment law such as discipline and dismissal, redundancy, equalities legislation as well as TUPE and be able to transfer this knowledge to other HR staff and managers.
- develop, discuss, and refine draft HR policies and procedures - leading the consultation/negotiation process where necessary.
- be responsible for leading projects to successful completion
- lead and contribute to the development of complex briefing and training materials as well as deliver training sessions at senior management/elected member level.
- Work confidently with senior managers and occasionally elected members - giving advice and guidance which is robust and reflective of the relevant organisational context

### RG7b

- Supporting managers to address and resolve unprecedented cases to a resolution
- Ensure that investigatory procedures are managed within an appropriate timescale and managers are coached through the investigation process
- Ensure managers are equipped to carry out staff management responsibilities effectively, particularly in the areas of performance management, absence, and conduct.

Responsibility for the day-to-day client management for a contract (i.e., the Council's Occupational Health / Employee Assistance Programme) as well as devolved responsibility for first line management or supervision of specific electronic systems, in particular:

- Lead the development and implementation of systems to monitor, develop and evaluate such contracts in partnership with stakeholders of these services.
- Act as the client officer for the contracts
- Monitor and evaluate the delivery of the contract services, dealing with issues connected with the contract(s) and working with other sections of HR and Organisational Development to ensure that contract standards are understood and implemented.
- Devolved responsibility for a specific service area and/or management of a contract with relevant budgetary responsibility
- Lead the development and implementation of the Team Reading Wellbeing Plan
- Lead the development, implementation and communication activity for the Employee Benefits Portfolio.

- Supporting directorate specific performance in relation to the organisation's objectives
- Proactively identifying and implementing criteria for training and development whilst working in conjunction with HR & OD colleagues
- Responsible for partnering with operational management to effectively manage staff attendance with demonstrable results
- Proactively and successfully advising and supporting managers on complex cases
- Managing relationships with external and/or senior stakeholders through effective engagement

#### **RG7m**

- Extensive knowledge of service specific conventions and/or key performance indicators to influence change ensuring alignment with organisation standards/requirements
- Using statistical data to influence change including culture and behaviours to align to the RBC People Strategy
- Developing a strategic overview and applying this knowledge to formulate solutions to operational issues, providing guidance to the SHRBP, DMT and Senior Managers within the Directorate.
- Developing knowledge around the Directorate Financial situation to support decision making where interventions are needed to support the workforce in increasing efficiency.

# Person Specification

## *Qualifications/Education/Training*

- CIPD qualified (Level 5 Diploma in HR Management) or equivalent qualification at HR Adviser level, or have work experience demonstrating a similar level of attainment

At Senior HR Adviser Level:

- CIPD qualified (Level 7 Diploma in HR Management or equivalent), or have significant work experience demonstrating a similar level of attainment

## *Experience*

- HR experience (generalist or specialist) gained in a large, complex organisation with multiple stakeholders
- Experience in developing and maintaining positive working relationships with colleagues and client users
- Experience of collaborating with customers to identify needs and resolve issues without service disruption
- Good knowledge of legislation and best practice affecting employment including the Employment Rights Act, the Equality Act, Transfer of Undertakings (Protection of Employment) Regulations, Trade Union and Labour Relations Act, ACAS Codes of Practice etc.

## *Skills, Abilities & Competencies*

- Research and analytical skills
- Personal/organisational - able to work effectively with limited supervision; often under deadline pressure with a need to prioritise workloads and outcomes
- Numerical skills, including the ability to produce and interpret basic statistical information.
- Excellent communication, negotiation, and consultation skills with the ability to influence and persuade others
- Word processing and electronic data input/analysis skills
- Able to present verbal briefings and short training sessions
- Contribute effectively to investigations into a range of matters and advise others
- Work effectively and co-operatively in partnership with other HR colleagues as well as client users of the service
- Ability to prepare and present reports of a factual or statistical nature for a range of audiences
- Understand and apply knowledge of a range of simple and sometimes complex conditions of employment
- Problem solving abilities - able to provide a range of solutions to an employment or related issue within an appropriate organisational context
- Understand and explain the underlying principles of job evaluation and performance management concepts (attendance, work performance and wellbeing)



- Able to demonstrate reflective professional practice and take responsibility for continuous professional development

## Specific Working Requirements

- Demonstrates an understanding of, and commitment to, Reading Borough Council's equal opportunities policy.
- Commitment to the Council's Leadership and Management Development Framework
- Commitment to the Council's Vision and Team Reading Values
- Able to attend events and meetings etc. outside of the Civic Offices and occasionally outside of normal working hours

## Team Reading Values

T - We will work Together

E - We will drive Efficiency

A - We will be Ambitious

M - We will Make a difference

We have set out the behaviours that we value from our staff and managers which support the delivery of the Council's vision and priorities. These define 'how' you are expected to approach your work and sit alongside 'what' you do, as outlined in your job description.

The Council's leaders and managers will:	The Council expects its staff to:
<ul style="list-style-type: none"><li>• <b>Work Together as one team</b> champion and inspire a culture which ensures that all employees across the organisation work together to provide excellent outcomes for Reading</li><li>• <b>Drive Efficiency</b> create an environment in which resources are used efficiently and employees' skills are developed and used effectively</li><li>• <b>Be Ambitious</b> aspire to deliver excellence and inspire and support others to reach their potential</li><li>• <b>Make a Difference to Reading</b> inspire a culture in which the customer is the focus and where change is welcomed as an opportunity</li></ul> <p>See the Team Reading Leadership Behaviour Framework for more detail</p>	<ul style="list-style-type: none"><li>• <b>Work Together as one team</b> work collaboratively, with each other and with our partners, and demonstrate the Team Reading values in everything we do</li><li>• <b>Drive Efficiency</b> show initiative, be adaptable to change and put forward ideas to help improve delivery and efficiency. Take responsibility for our own learning and development and for reaching our potential</li><li>• <b>Be Ambitious</b> be demanding of our own performance – striving to be even better – and be prepared to engage with and challenge leaders in a constructive and positive way</li><li>• <b>Make a Difference to Reading</b> maintain the highest levels of customer service and be flexible and willing to provide the services needed at the time they are needed</li></ul>

