

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** P/T HR OFFICER (JOB SHARE)

**REFERENCE:** RES259

**SALARY SCALE:** S02 (scp 29-32) £38,626 – £41,511 pro rata

**HOURS OF WORK:** 37 hour per week

**POST NO:** E24

**SERVICE AREA:** Human Resources

**RESPONSIBLE TO:** Head of HR

**RESPONSIBLE FOR:**

**JOB PURPOSE:** To deliver a responsive and professional hr service across the council.

## KEY RESULT AREAS:

- To provide a day-to-day HR service and respond to staff, managers, Heads of Service, CMT and outside body queries on terms and conditions of employment and employment law. Providing professional advice as appropriate and within own discretion.
- Development and creation of policy documents to adhere to relevant legislation or support corporate strategies, as required.
- To support the management of recruitment and selection processes, including responsibility for all pre-employment checks.
- To be responsible for the proactive management of fixed term contracts and funded and casual contracts.
- To be responsible for managing the leaver process.
- Monitoring sickness absence and production of relevant statistical analysis and creation of regular reports for CMT and Personnel Committee.
- To proactively manage short- and long-term absence including working through the capability procedure and disciplinary procedure to include attendance and preparation of meeting plans, notes of meetings, letters etc where appropriate.
- To monitor long term conditions of disabilities potentially impacting on performance or overall capability.

- To be responsible for referrals to occupational health including referral forms, supporting documentation and follow up meetings.
- To be responsible for the maternity/paternity/adoption leave arrangements in conjunction with Heads of Service and managing all maternity/paternity/adoption leave.
- To advise on, attend and minute disciplinary meetings including preparation of evidence packs and actions following decision including managing dismissals/exits where necessary.
- To advise on, attend and minute disciplinary meetings, and appeals, including preparation of evidence packs and actions following decision including managing dismissals/exits where necessary.
- To manage unsatisfactory performance initiating formal capability procedure where appropriate.
- Responsible for liaison between the pension scheme providers and payroll section regarding pensions and how it affects staff.
- To liaise with the Health and Safety Advisor on any workplace adjustments required arising from absences, injuries, capability issues.
- To manage and record qualification training requests and those associated with career graded/scale barred posts.
- To co-ordinate work experience opportunities across the Council.
- To undertake the corporate induction of all new employees within the Council.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed ..... Date .....

Name (Print) .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
CIPD Level 5		Application Form / Certification
Demonstrate advanced, theoretical, practical and procedural knowledge of employment legislation and organisational policies.		Application Form / Certification
	CIPD Level 7 / Chartered MCIPD	
<b>Experience</b>		
Practical experience in HR functions, such as discipline, grievance, capability, recruitment and selection etc.		Application Form/Interview
Experience of using software packages and a computerised HR System.		Application Form/Interview
Experience of building and maintaining strong stakeholder relationships.		Application Form/Interview
	Experience of interpreting and advising on local government terms and conditions.	Application Form/Interview
<b>Skills/Knowledge</b>		
Ability to communicate effectively both in writing and verbally using where necessary appropriate technology, with managers, employees and Trade Unions.		Application Form/Interview
The ability to use one's own initiative to develop solutions to difficult problems, plan and prioritise own workload and work to challenging deadlines.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Exercise highly developed advisory, influencing, negotiating and persuasive skills in order to convince others to adopt a particular course of action they may not wish to take.		Application Form/Interview
Exchange complicated and contentious information with a range of audiences, often dealing with sensitive situations.		Application Form/Interview
Ability to work closely with officers from other disciplines who may have no knowledge of the relevant practices or legislative provisions		Application Form/Interview
Demonstrate the ability to make decisions as to when and how duties are to be carried out, working within recognised procedures and responding independently to unanticipated problems or situations.		Application Form/Interview
<b>Additional</b>		
Demonstrate a commitment to equality, diversity and inclusion and promoting anti discriminatory practice.		Application Form/Interview
Demonstrate an understanding of the provisions of the Data Protection Act 2018 when dealing with personal, sensitive data.		Application Form/Interview
Provide evidence of a flexible approach to work by responding to the varied needs of the service including occasional requirements to work outside of 'normal' hours.		Application Form/Interview
	Ability to drive and provide a car to undertake the role.	Application Form/Interview

