

JOB TITLE: HR Adviser

POST NUMBER: 1910

GRADE: 4

RESPONSIBLE TO HR Business Partner

POST OBJECTIVE To assist in the provision of a comprehensive human resources service to the employees of the council.

SPECIFIC TASKS

1. To provide HR advice to managers and staff good HR practice current terms and conditions and council policies.
2. To manage a caseload of a range of employee relations issues (e.g. probation reviews, capability, disciplinary, absence management) with support from senior colleagues as required.
3. To advise employees and managers on the occupational health process. To make and manage referrals to the occupational health provider as appropriate.
4. To advise employees on their maternity leave and ensure that administrative records are accurately maintained in accordance with statutory deadlines.
5. To provide specialist advice to managers and staff on the recruitment process including advising managers on all aspects of the process, to include terms and conditions and equal opportunities, participation in recruitment interviews and the preparation of offers of employment.
6. To support colleagues to ensure that all pre-employment checks (right to work in UK, occupational health check, references, DBS check where required) are undertaken efficiently and promptly and recorded correctly).
7. To ensure that all HR data is maintained in a secure and confidential manner in accordance with council policies and relevant legislation.
8. To ensure variations to contracts of employment are processed accurately and efficiently with appropriate authorisation.
9. To support the HR Manager as required to respond to Subject Access requests (SAR) and Freedom of Information (FOI) requests.
10. To undertake project work on a range of HR related issues with support from colleagues as required.

11. To assist in the development and review of human resource policies and procedures.
12. To ensure appropriate levels of quality in all activities undertaken and contribute as requested to the development, implementation and monitoring of quality control systems.
13. To undertake such training appropriate to the post objective.
14. To undertake any other duties commensurate with the grade of the post.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

July 2025

Signed

Date:

PERSON SPECIFICATION

JOB TITLE **HR Adviser** **POST NUMBER:** **1910**
DEPARTMENT: **Human Resources** **DATE:** **July 2025**

Requirements		Weighting	Assessment Method
	Strong written and verbal communication skills	3	A/I
	Excellent IT skills	2	A/I
	Ability to work on own initiative, prioritise workload and keep accurate records	3	A/I
	Ability to work as part of team to achieve objectives under time pressure	3	A/I
	Able to research and analyse problems and offer solutions to senior managers in HR team	2	A/I
	Commitment to the principles and practises of ensuring excellence in service delivery	2	A/I
	Highest level of confidentiality and discretion	3	A/I
Experience	Two years working in an HR team	3	A/I
	Knowledge and experience of applying legislation, guidelines, regulations, codes of practise and industry standards to key areas of responsibility	2	A/I
Personal Qualities	Customer orientated	3	I
	Methodical and organised	3	I
Specific Job Requirements	Able to deal with high volumes of work quickly and accurately	3	A/I
	Ability to develop and maintain administrative systems	3	A/I
Qualifications	Educated to A level or NVQ level 4 or significant work experience which would equate to a comparable level	3	A

	Associate Membership of CIPD (Assoc CIPD) or Diploma in HR Management level 5	3	A
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Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

<i>Application Form</i>	<i>A</i>	<i>Interview</i>	<i>I</i>	<i>Tests</i>	<i>T</i>
<i>References</i>	<i>R</i>	<i>Presentation</i>	<i>P</i>	<i>Evidence of Qualifications</i>	<i>Q</i>