

Job description

Job title:	HR Adviser (0.6FTE) 22.5 hours per week 12 month fixed term contract with possibility to extend to 24 months		
Directorate:	Resources	Salary:	£25,844 - £29,134 per year inclusive of £443 London Weighting for 22.5 hrs p/w (FTE £42,500 - £47,910 per year inclusive of £729 London Weighting)
Section:	HR, OD and Payroll	Grade:	BG-F SCP 31 - 36
Location:	Time Square	Work style:	Flexible

Key objectives of the role

- To work in HR, OD and Payroll team under the management of the HR Manager to provide a comprehensive Human Resources service, including advice on employment relations casework, organisational change, recruitment, terms and conditions of employment and application of Human Resources policies and procedures.
- To work on a ring fenced, grant funded transformational change programme to ensure service managers have the information, confidence and skills to deliver this transformation programme
- To contribute to Human Resources related support initiatives including HR briefing sessions, workshop facilitation and transformation project support as required.

Designation of post and position within departmental structure



Daily and monthly responsibilities

To be responsible, together with other Human Resources Advisers and Assistant HR Advisers whilst also working as a dedicated HR advisor for a DfE grant funded programme:

- Advising management and employees on employment issues including performance management, absence management and support, disciplinary issues, capability and other employee issues, project managing all cases to ensure swift resolution and that recommendations are followed through.
- To take a creative and innovative approach to human resource management ensuring that we proactively respond to the needs of the organisation and the workforce.
- Develop the skills and knowledge of managers to manage the high performance of their teams.
- Providing advice on Employment Law, on National and Local Conditions of Service and the Council's Human Resources policies.
- To advise on safeguarding issues and support investigations regarding allegations against staff.
- To advise and support with job planning and JD/PS content, assisting managers to develop appropriate descriptors which reflect the roles responsibility, accountability, impact to achieve the grade required within budget and in-line with BFC scales and grading.
- To contribute to the departments job evaluation and job matching activity, including weekly evaluation panels and feeding back outcomes to managers.
- To write and facilitate training and development sessions and workshops on a variety of human resource and manager development topics.
- Advising on contractual changes/terms and conditions, TUPE support, including liaison with payroll section as required.
- Contribute to induction and exit support for employees/managers.
- Advice and support organisational change planning and implementation, including advice and guidance on redundancy, severance calculations and redeployment support.
- Liaise with the pension scheme on general pension queries, pension quotes for capital cost and employee pension quotes and death in service payments, building up a knowledge of the pension scheme to assist future queries.
- Supporting and advising managers during negotiations and consultation on industrial relations matters, fostering effective working relationships with recognised Trade Union representatives.
- Enable managers and staff to optimise the HR/Payroll system, iWorks and the intranet by developing HR guidance and processes that encourage and promote self-service. Including intranet administration.
- Other such duties as may from time to time be necessary and compatible with the nature of the post.

Scope of role

- The post has a key role in maintaining effective relationships between the Human Resources section and council departments (namely children's social care and Early Help), managers and employees.
- The post has a key role in advising managers on legislative requirements under employment law and Human Resources good practice. The appropriateness and

timeliness of advice can protect the Authority against bad publicity, employment tribunal cases and consequent awards against the Authority.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	Level 5 CIPD or equivalent.	Coaching / Training qualification.
Competence summary (Knowledge, abilities, skills, experience)	<p>Significant experience in generalist HR services, ideally within a project environment</p> <p>Demonstrable employment law knowledge and extensive experience of advising managers on human resources issues.</p> <p>A thorough understanding of organisational development and change and transformation in organisations.</p> <p>Experience of facilitating, presenting and delivering training and chairing interview panels.</p> <p>Experience of working with trade unions or other employee representatives.</p> <p>Experience of analysing quantitative and qualitative data to produce proposals and costings.</p> <p>Excellent planning, organisation skills and ability to prioritise own workload with the ability to adapt to unforeseen issues.</p> <p>Expert user of Microsoft Office and adept to make changes on HR/Payroll system – iWorks.</p> <p>Excellent interpersonal skills and accurate written and oral communications (telephone, conference calls, emails, contracts, letters, OH referrals, reports). Safeguarding knowledge and safer recruitment awareness.</p> <p>Understanding of and commitment to the requirements of safeguarding</p>	Experience of working in HR for a Public Sector organisation.

	children, young people and vulnerable adults.
Work-related Personal Requirements	<p>Clear communication skills with employees at all levels with good emotional intelligence, calm and diplomatic assertive manner.</p> <p>Resilient and flexible approach to work and to change with the ability to work in a busy and demanding environment supporting complex and challenging staffing issues.</p> <p>Approachable; able to influence and negotiate with a range of stakeholder and good customer care skills.</p> <p>Accuracy and great attention to detail.</p> <p>Thorough understanding of equal opportunities, diversity and inclusivity.</p>
Other work requirements	<p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to details or complex questions for an extended period of time.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent) or have the ability to travel to other sites in the Borough. Non-UK licences must be converted to UK licences in the first six months of employment.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.

