

Job Title:	HR OFFICER (PEOPLE DEVELOPMENT)
Post Number:	POST000376
Directorate:	Resources
Section:	Human Resources
Post Grade:	Tier: 4, Grade: G
Responsible to:	Head of HR
Responsible for:	HR support with training and development coordination

Job Purpose

- To provide advice and support to Managers on employee relations issues including employment legislation, discipline, grievance, and sickness absence to deliver an effective HR Service.
 - To coordinate and support the delivery of training and development activity (including corporate induction and mandatory training), ensuring training records are maintained and learning needs are identified and addressed.
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Main Responsibilities

- Delivering advice and support to Managers on a range of HR issues which may include terms and conditions of employment, recruitment and selection and employee relations to ensure professional standards are met within the Authority.
- Developing and drafting HR policies, procedures and management guidance, in line with current legislative requirements and good practice to present them to Members and Managers.
- To contribute to the implementation and maintenance of a People Management strategy to recruit, retain, motivate and develop employees to enhance its position as an employer of choice.
- To communicate and consult with recognised Trade Unions and employees to maintain good employee relations and industrial relations in the Council.
- Analyse corporate produced reports for example sickness absence to provide clear advice to Managers to support decision making.

- Undertake disciplinary investigations when resolving staffing issues to establish if further action is required and to support Managers at formal employee relations hearings as appropriate.
 - Coordinate the Council's corporate induction and onboarding programme, ensuring it remains effective, up to date and aligned to the Council's values, behaviours and priorities.
 - Coordinate corporate training activity (including mandatory and role-critical training), including booking, attendance monitoring and maintaining accurate training records.
 - Work with managers to identify learning needs and support appropriate solutions, including signposting to resources, commissioning external providers where required, and delivering training or briefings to managers.
 - Support the administration and ongoing development of the learning management system (LMS) / online learning platform, ensuring content and records are maintained.
 - Evaluate training activity and provide management information to the Head of HR / senior management, identifying trends, gaps and opportunities for improvement.
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Decision making

- Recommend appropriate solutions to routine and complex people issues and improvements to HR policies/processes, including recommending training and development interventions where a training need is identified.
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Financial Responsibilities

- Support the monitoring of agreed HR-related expenditure and training costs (where applicable), including raising purchase orders, checking invoices and supporting value for money when using external providers.
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Key Contacts / Relationships

- Managers and employees across the organisation; Head of HR and HR colleagues; recognised Trade Unions; payroll/finance colleagues; external recruitment and training providers.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Jo Watts, Head of HR**

Date: **23 April 2026**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: HR OFFICER (PEOPLE DEVELOPMENT)

Post Number: POST000376

EXPERIENCE

Essential Criteria

- Experience in a generalist HR role, providing advice, guidance, and administrative support across core HR activities, including recruitment, onboarding, sickness absence/welfare and employee relations within established policies and procedures. *A / I*
- Experience coordinating and supporting training and development activity (e.g., corporate induction, mandatory training, course administration, maintaining training records and/or LMS support). *A / I*
- Experience maintaining accurate employee records, producing HR documentation and using HR systems, with a strong focus on data quality and confidentiality. *A / I*
- Experience of working collaboratively with stakeholders, providing a customer-focused service and managing competing priorities. *A / I*
- Willingness to deliver training, workshops, or manager briefings (in-person or online), particularly on HR policies, procedures, and effective people management practices.

Desirable Criteria

- Experience in delivering training, workshops, or manager briefings (in-person or online).
 - Experience working in a unionised environment and/or applying HR policies in a complex organisation. *A / I*
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QUALIFICATIONS

Essential Criteria

- An HR-related qualification (or significant relevant HR experience) or significant relevant HR experience. *A / I / D*

Desirable Criteria

- CIPD qualification (e.g. Level 5 or Level 7) or a commitment to working towards one. *A / D*
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SKILLS & KNOWLEDGE

Essential Criteria

- Working knowledge of HR policies, procedures, and relevant employment legislation, alongside an understanding of good employee relations practice and HR best practice guidance. *A / I*
- Ability to build effective working relationships and communicate confidently with a range of stakeholders. *A / I*
- Strong organisational skills with the ability to prioritise workloads, meet deadlines and maintain attention to detail. *A / I*
- Ability to handle sensitive and confidential information appropriately and in line with data protection requirements. *A / I*
- Competence using Microsoft Office and HR systems, with the ability to produce accurate documentation and reports. *A / I*
- Understanding of the role of learning and development in supporting performance, capability and a positive culture, with the ability to coordinate and evaluate training activity. *A / I*

Desirable Criteria

- Experience using a learning management system (LMS) and supporting digital learning solutions. *A / I*
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OTHER REQUIREMENTS

Essential Criteria

- Commitment to your own continuous professional development *A / I / D*
 - Full driving licence *A / D*
 - Willingness to attend occasional evening meetings (infrequent requirement) *A / I*
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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

Version: 1.0 – 23 April 2026