Job Description

Job Title:	HR Advisor
Service:	HR and Organisational Development
Grade:	F
Responsible to:	Head of HR and Organisational Development

Purpose of the Role

To provide proactive, professional HR advice across the organisation, managing employee relations casework and supporting people projects that improve organisational effectiveness. The role works independently with managers and leaders to deliver fair, legally compliant and practical outcomes, with time broadly split between operational HR support and organisational development activity.

Key Duties and Responsibilities

Advise and coach managers on employee relations matters, including absence, conduct, grievance, capability, performance, probation, flexible working and workplace conflict.

Manage allocated cases from initial assessment to conclusion, ensuring fair process, accurate documentation and compliance with employment law and Council policy.

Identify legal, employee-relations and reputational risks; challenge proposals constructively and escalate high-risk or precedent-setting matters appropriately.

Support organisational change, restructures and consultation by assessing people impacts, preparing documentation and coordinating communications and implementation.

Lead or support assigned HR and organisational development projects, including learning and development, wellbeing, engagement, reward, recruitment and service improvement initiatives.

Produce and interpret workforce information, identify trends and present clear evidence, risks and recommendations to managers and senior leaders.

Contribute to the review and implementation of HR policies, procedures, systems and working practices, using feedback and best practice to improve service delivery.

Support learning and development initiatives.

Contribute to delivery to HR services supporting colleagues in the delivery of the HR and payroll service.

Key Success and Behavioural Factor

Works in a way that supports our corporate values (We do things well, We keep developing; We're better together) and you meet the competency levels for your role.

Provides timely, consistent HR advice that helps managers resolve people issues fairly and reduces legal, financial and reputational risk.

Improves management capability by translating legislation and policy into clear, practical actions and coaching managers through difficult decisions.

Uses workforce evidence to identify trends, support resource decisions and shape service or organisational priorities.

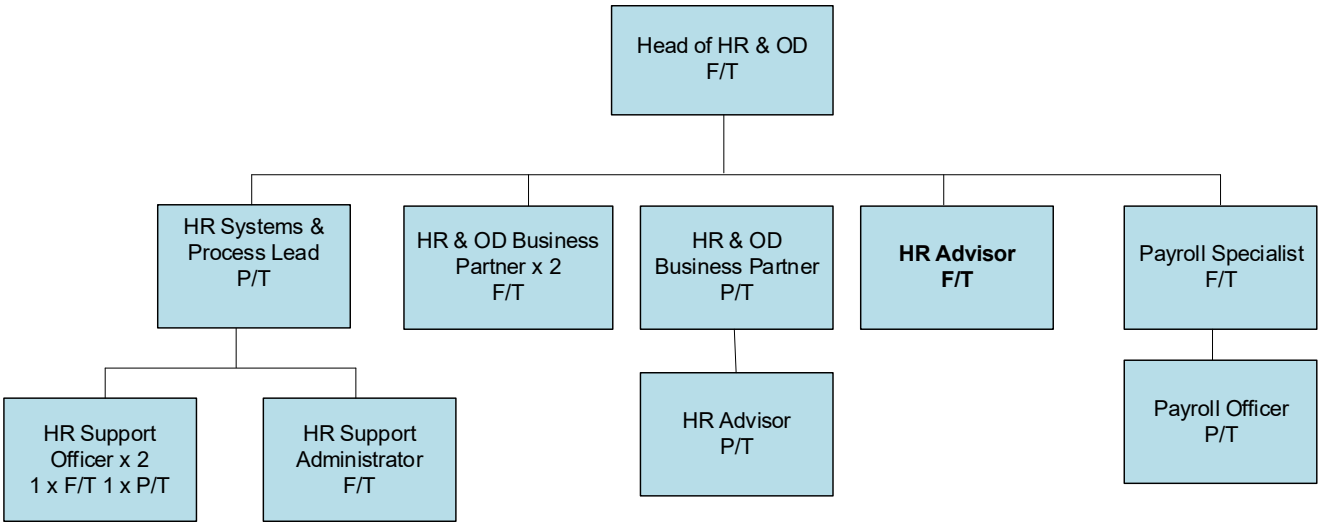
Contributes to successful organisational change and HR improvement projects, strengthening employee wellbeing, engagement and organisational effectiveness.

Person Specification Summary

Attribute	Essential	Desirable
Qualifications/ Experience	CIPD Level 5 Associate Diploma in People Management, equivalent qualification and Associate CIPD membership. Evidence of continuing professional development Significant generalist HR advisory experience, including managing employee relations cases to conclusion and coaching managers on complex people matters. Experience of supporting organisational change or people projects and using workforce data to inform decisions.	Experience in public-sector or unionised environment.
Knowledge	Thorough, current knowledge of UK employment law, HR best practice and employee relations case management. Working knowledge of organisational change, learning and development, reward, wellbeing, equality, diversity and inclusion. Sound understanding of data protection, confidentiality and the use of HR systems and Microsoft 365.	Knowledge of local government terms and conditions and collective consultation arrangements.
Skills, Abilities, Aptitude	Clear, confident written and verbal communication, including explaining complex or sensitive information. Ability to influence, challenge and coach managers constructively while building trusted relationships. Strong analytical judgement and problem-solving, with the ability to make balanced, evidence-based recommendations. Effective planning and prioritisation across competing casework and project deadlines. Professional integrity, discretion, resilience and emotional intelligence. Ability to work independently within delegated authority and collaborate effectively across teams. Strong literacy, numeracy and data-handling skills, with confident use of Microsoft 365 and HR systems.	Workshop facilitation, presentation or project management skills.

The Job Description document is designed for guidance only, is not exhaustive and is subject to change, as per the needs of the organisation.

Organisation Chart



Scope for Impact

The HR Advisor provides a proactive, professional and customer-focused HR service across the organisation. The role combines operational HR advisory responsibilities with the delivery of strategic people projects, spending approximately 50% of time supporting employee relations and HR operations, and 50% supporting organisational development and people initiatives. Projects will be assigned and different HR Advisors may lead or support on different initiatives.

Safeguarding responsibilities

Teignbridge District Council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The council is committed to safeguarding from harm all children, young people and adults with care and support needs using any council services and involved in any of their activities, and to treat them with respect during their dealings with the council, our partners and contractors. As a member of the Council team, you will be responsible for treating all those children and adults with whom you come into contact while carrying out your work according to their needs and with respect, and reporting safeguarding concerns and providing any evidence required to enable necessary safeguarding action to be taken. Our safeguarding policy has more details.

Key Contacts

Managers and service leads: daily or weekly advice, coaching on casework, workforce issues and organisational change.

Employees: frequent, impartial explanation of policies, options, case progress and sources of support.

HR Business Partners, Head of HR and OD and HR colleagues: regular case review, escalation, shared planning and project delivery.

Senior leaders and project groups: concise presentation of workforce evidence, people risks, options and recommendations.

Trade unions and employee representatives: consultation, information sharing and constructive resolution of individual and collective issues.

Payroll, Finance, Legal, Occupational Health, recruitment panels and external providers: coordinated specialist input, accurate implementation and resolution of process or data issues.

Health and Safety responsibilities

The post-holder is responsible for taking reasonable care of their own health, safety and wellbeing, and that of colleagues, customers, contractors and members of the public who may be affected by their work. They must comply with the Council's health and safety policies, procedures and training; use equipment and systems safely; report accidents, incidents, hazards and near misses promptly; and support a positive health and safety culture by considering risk in day-to-day activities and escalating concerns where appropriate.

Digital Skills Framework

As part of the Modern 25 programme, Teignbridge District Council (TDC) utilises a Digital Skills Framework to identify the skills and capabilities that are needed at an individual, service-wide, and organisation-wide (specialist) level. This framework aims to set a baseline which applies to all staff and identifies common requirements.

This role is a customer facing non-digital specialist role. A practical knowledge of a range of M365 tools is required. Postholders will confidently use digital tools, work securely, manage information and adapt to new systems and ways of working.