

## *Job Description*

<b>Post title</b>	HR Adviser (x 4 posts)	<b>Grade</b>	5
<b>Department</b>	Human Resources	<b>Post ref</b>	XPP03

### Overall job purpose

- Provide a high quality, effective, customer focused HR business partnering service to managers, employees and other partners across Mansfield and Ashfield District Councils, in line with legislation, organisational policies and procedures and HR best practice.
- Support the delivery of the People Strategy and HR Service Plan as part of a HR Shared Service.

### Reporting relationships

<b>Reports to:</b>	Senior HR Adviser
<b>Responsible for:</b>	Not applicable

### Key tasks and responsibilities – post specific

Provide a HR advisory service and professional opinion in relation to absence, health issues, conduct and capability, grievance matters, recruitment, organisational change and the range of employment and employee relations matters.

Manage own area of case work, including complex casework, advising and supporting managers on interpretation and application of national and local employment policies, procedures and legislation requirements. Assist with case work across the wider organisation as required from time to time. This includes attending Disciplinary/Grievance/Investigatory/Appeal meetings, monitor the process, take notes for the personal file, advising managers and Members accordingly and attending Employment Tribunals as required.

Advise and support managers with complex absence management cases to include Equality Act compliance, considering and where possible implementing advice from medical practitioners, liaising with Occupational Health and partner agencies who look to support employees back to work. To attend review meetings and dismissal meetings as required. To support the reduction of sickness absence and promote attendance.

Support the Job Evaluation (JE) process, in advising managers and employees on job descriptions, undertaking job analysis, attending and facilitating JE panels, and recording and reporting outcomes.

Have a sound understanding of the Councils' recruitment processes and support HR Team Assistants in their application, including advice on Job description, person specifications, advertising advice, shortlisting, interviewing, testing, appointment requirements and effective induction.

Oversee and authorise the preparation and issue of appropriate contractual documentation in relation to appointment, terminations and variations of employment. This includes ensuring contractual documentation is issued in accordance with national and local conditions of service as well as the specific requirements of the job.

Accurately update and maintain manual and computerised HR and Payroll information as required. To contribute to the development of these systems to continually improve the service HR delivers.

Prepare reports and relevant statistical information to support performance indicators, including extracting information and developing reports using the Cognos reporting tool. Analyse management information in order to prepare reports or make recommendations for implementing sound business decisions to support organisational improvement and/or performance management and respond to Freedom of Information (FOI) requests as required

Assist in the development and updating of HR policies and procedures to ensure they reflect key legislation and best practice. This includes drafting policies, consulting with stakeholders, publication and implementation.

Assist in the design and delivery of HR related training and/or awareness workshops to promote greater understanding and compliance with HR practices.

Mentor, coach and advise managers on organisational development issues relating to HR including restructures, TUPE transfers and delivering services differently.

Build strong and productive working relationships to deliver effective outcomes and build professional credibility. To represent the HR service internally or externally as required.

Help promote, develop and ensure that the HR Shared Service is delivered to the highest standard, through active participation in service improvement and transformation.

Lead on a specific work area (for example Job Evaluation, Recruitment, Attendance etc) and be responsible for disseminating updates and changes in legislation, best practice etc to the wider team.

Participate in HR and corporate projects to support service and policy development and improvement, including the provision of HR advice to multi-disciplinary project/working Groups across both Councils.

Maintain personal and professional development to meet the changing requirements of the role keeping up to date with employment legislation and case law, attending training and conferences or other learning events both in-house and outside the Council from time to time.

### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

<b>Employee signature</b>			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
<b>Employee signature:</b>		<b>Date:</b>	

## ***Person Specification***

<b>Competencies</b>	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
<b>Competency framework relevant to the post:</b>	<b>Employee Assessment</b>
Seeing the big picture	Application Form
Communication	Interview
Team working	Interview
Changing, learning and improving	Application Form / Interview

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Able to plan and prioritise work to ensure deadlines / targets are met with minimum supervision.	Essential	Interview/Test
Good IT skills and ability to prepare and present management information and correspondence.	Essential	Application Form
Able to respond positively to and actively support continuous improvement and change within HR and across the Council.	Essential	Application Form / Interview
Able to identify and deal with a range of sensitive human resources issues	Essential	Application Form / Interview
Excellent interpersonal written and verbal communication skills including ability to form productive working relationships with a range of stakeholders and to confidently challenge managers.	Essential	Application Form / Interview
Good problem solving skills and ability to find solutions to complex problems	Essential	Interview/Test
Experience of HR and / or Performance Management systems and their use, application and development	Essential	Application Form

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
In depth knowledge of current and emerging employment legislation, recent case law and its practical application.	Essential	Application Form
Knowledge of current developments in human resources practice.	Essential	Application Form

Demonstrate an understanding of how equality issues within an organisation (preferably public sector) relate to the HR function.	Essential	Application Form / Interview / Test
Use of HR Management information systems	Essential	Application Form
Knowledge of local government terms and conditions of employment	Desirable	Application Form

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Providing guidance and advice to managers and employees on a wide range of human resources issues including employee relations and organisational change	Essential	Application Form / Interview
Developing and delivering training programmes and/or briefing sessions on a variety of HR related matters	Desirable	Application Form Interview / Test

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Chartered member of the CIPD. <b>or</b> Associate Member of the CIPD and have a Level 5 qualification in a relevant subject, plus relevant employee relations experience within a HR environment.	Essential	Application Form / Certificates

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>• The postholder is eligible for casual car user allowance.</li> <li>• The post involves driving and the postholder will be required to undertake relevant DVLA licence checks.</li> </ul>

<b>Equality Act 2010</b>
<p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>

<b>Date produced / last amended</b>
July 2019