



# Role Profile

| HR Adviser   |                 |       |            | Purpose   |  |          |          |
|--|-----------------|-------|------------|---|--|----------|----------|
| Reference No.  | I342.01         | Type  | Individual | <p>To lead and contribute towards the development of corporate people management approaches and to provide effective client centred consultancy in relation to all aspects of this project in the context of an added value Human Resources function.</p> <p>Provide a comprehensive professional service as a member of a team providing HR support to the Council.</p> <p>Provide guidance and advice as well as managing a range of diverse and complex cases across all range of people management areas.</p> |  |          |          |
| Service  | Human Resources |       |            |   |  |          |          |
| Job Family   | Professional 2  | Grade | FC 8       |   |  |          |          |
| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  |                 |       |            | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility   |  | <b>E</b> | <b>D</b> |
| Manage a diverse caseload or project workload including performance management, disciplinary, employee relations and organisational change or undertake a range of project work, applying professional HR skills either individually, or as part of a project team. May have sole responsibility for running a project individually or leading a small project team, including project planning and monitoring progress. |                 |       |            | Educated to degree level or equivalent in a related field.  |  | ✓        |          |
|  |                 |       |            | Chartered Member CIPD   |  | ✓        |          |
|  |                 |       |            | Awareness of employment law and how it impacts on HR and Management practices   |  | ✓        |          |

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|--|---|----------|----------|
| Assist clients with the implementation of proposals/solutions as necessary.  | Confident and able to deal appropriately with a range of audiences.   | ✓        |          |
| Provide support and advice to Service Managers to ensure people management corporate performance indicators are met and aligned to the Councils' HR strategy.        | Able to influence and persuade others, including managers at a senior level and external organisations and decision making bodies.        | ✓        |          |
| Assist the HR Service Manager, Business Partner or Lead Officer in delivering an added value service to a variety of clients across the organisation.                | Evidence of linking short-term actions to long term goals.  |          | ✓        |
| Develop and maintain collaborative and effective relationships with Services, partners, colleagues and union representatives, establishing professional credibility. | Evidence of applying problem solving across a wide range of issues. (Take Ownership – See 'How We Work Matters Framework)                 |          | ✓        |
| Support and mentor less experienced professional staff within the team.  | Evidence of preserving good relationships whilst handling conflict.   | ✓        |          |
| Represent HR at meetings, including cross-service working groups and project teams, and in dealing with external bodies as appropriate.                              | Demonstrates an understanding of the principles of Best Value, performance management and planning and continuous improvement.            |          | ✓        |
| Carry out research and analysis for benchmarking purposes that will help to identify appropriate proposals/solutions, reporting upon and presenting proposals        | Evidence of leading, motivating and positively creating organisational change (Focus on Customers).                                       |          | ✓        |
| Undertake the production of information, use appropriate tools and present or upload information as required.  | Experience of leading or assisting projects or working groups (Work Together)   | ✓        |          |

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|---|---|----------|----------|
| Produce advice/guidance and design/deliver briefings for HR, other Finance and Corporate Services colleagues and Directorates to ensure the consistent development of the organisation and its stakeholders.  | Consultative and inclusive approach   | ✓        |          |
| Contribute to functional initiatives e.g. policy development, learning & development, and service planning groups.<br>Provide advice and guidance on HR policies and procedures to a range of clients using and promoting self-service mechanisms and new delivery methods as required. | Experience of delivering HR workstreams within corporate projects specifically those concerned with the introduction of new ways of working, systems and organisational philosophies. (Deliver Results) | ✓        |          |
| Prepare and analyse management information, reporting to senior managers as required. Consider the impact on HR to position information appropriately when providing information  | Experience of leading corporate projects involved with the introduction of new ways of working and digital delivery. (Embrace Technology & Information)   |          | ✓        |
| Keep up to date with developments in legislation and assist Services to interpret and deploy into best practice.  | Evidence of a systematic but responsive approach to project management.   | ✓        |          |
| Maintain organisational awareness and deliver HR support which is aligned to corporate priorities   | Analytical/ critical reasoning and decision-making.   | ✓        |          |
| Manage and communicate information effectively so that clients are kept up to date with developments in people management.  | Ability to interpret national initiatives and assess the potential organisational fit   | ✓        |          |
| Day to day overview and guidance of the work of HR Officers or Business Support as appropriate.   | Evidence of anticipating issues and concerns.   | ✓        |          |
| Liaise with other HR teams to provide integrated and comprehensive HR support to clients and projects.  | Substantial relevant experience in HR   | ✓        |          |
|   | Experience of staff coaching & mentoring  | ✓        |          |
|   | Demonstrates substantial organisational awareness in casework/ projects   | ✓        |          |
|   | Ability to provide regular and effective services   | ✓        |          |

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| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |   |          |          |

|  |   |          |          |
|--|---|----------|----------|
| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |   |          |          |
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| <b>Job Title of Specialist tasks</b>   |   |          |          |
|  |   |          |          |
|  |   |          |          |

|   |   |   |  |  |
|---|---|---|--|--|
| <b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b> |   |   |  |  |
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).      | PVG Children <input type="checkbox"/>     | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/>            | None <input checked="" type="checkbox"/> |
|   | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/>  | Enhanced Disclosure <input type="checkbox"/> |  |

## Role Profile

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results