



# Role Profile

## HR (Systems) Adviser

Reference No.	A5035	Type	Individual
Service	Human Resources		
Job Family	Human Resources/Learning/OD	Grade	FC7

### Purpose

To 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.

Provide a comprehensive professional service as a member of a team providing HR and Health, Safety and Wellbeing support to the Council.

Provide guidance and advice as well as managing a range of projects across a range of people management areas that will provide or improve Attendance management performance and information reporting activities in Fife Council

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

### Improvement Activities

Manage a diverse project workload including attendance management and other related analysis, and performance management or

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Educated to degree level or equivalent in a related field.

✓

E = Essential Criteria   D = Desirable Criteria

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undertake a range of project work, applying professional skills either individually, or as part of a team. May have sole responsibility for running a project individually or leading a small project team, including project planning and monitoring progress.	Graduate CIPD or an equivalent professional qualification Awareness of employment law and how it impacts on HR and Management practices		✓  ✓
Assist clients with the implementation of proposals/solutions as necessary.	Confident and able to deal appropriately with a range of audiences.	✓	
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.		✓
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		✓
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Undertake the production of information, use appropriate tools and present or upload information as required.	Experience of leading or assisting projects or working groups	✓	
Undertake analysis of available data to identify key features of data relating to attendance management and to improve knowledge and understanding of the absence trends across the council.	Experience of using analytical tools and approaches on data  IT skills with relevant software, e.g. Microsoft Excel, Power BI, Oracle or similar	✓  ✓	

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Design and implement agreed management information / statistical reports in formats that meet the operational needs of services.	Practical experience in the use and manipulation of data (linking, collating, and cleaning data, etc)	✓	
Develop effective performance management information relating to the health, safety, and wellbeing of employees.  Identify the key information needs of the Attendance Support Unit, service management teams, and other stakeholders  Present relevant information in an accessible and impactful way, to ensure that key messages are readily available to and understood by the target audience	Work with and coordinate engagement sessions with a diverse range of stakeholders  Experience working in a performance management or business change role.  Knowledge of the role of data and analysis in employee related policy decision making or the quality improvement of HR policies and procedures.	✓  ✓	   ✓
From the findings of statistical data returns assess the impact on the provision of services across the council.	Knowledge and awareness of services provided across the council.	✓	
Keep up to date with developments in data analysis techniques and systems, Oracle Cloud functionality developments, any changes to relevant employment or council terms and conditions changes relating to absence and assist Services to interpret and deploy into best practice.	Analytical/ critical reasoning and decision-making	✓	
Contribute to functional initiatives e.g. policy development, learning & development, and ASU planning groups.	Experience of delivering HR workstreams within corporate projects specifically those concerned with the introduction of new ways of working, systems and organisational philosophies.	✓	

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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.			
<b>Support and advice</b>			
Produce advice/guidance and design/deliver training / briefings for HR colleagues, Directorates and Trusts to ensure the consistent deployment of processes and understanding of policy and philosophy. Will include input to focus groups on system development	Consultative and inclusive approach	✓	
Develop user guides and produce communications relating to the operation of HR/employee related systems and procedures.	Experience of developing user guides/procedure documents and drafting of communications.		✓
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.	✓	
Prepare and analyse management information, reporting to senior managers as required. Consider the impact on HR and Services to position information appropriately when providing information	Evidence of a systematic but responsive approach to project management.	✓	
Assist the HR Service Manager, HRBP or HR Lead Officers in delivering an added value service to a variety of clients across the organisation	Evidence of linking short-term actions to long term goals.		✓

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Manage and communicate information effectively so that clients are kept up to date with developments in attendance management.	Ability to provide regular and effective services	✓	
<b>General</b>			
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.		✓
Maintain organisational awareness and deliver HR support which is aligned to corporate priorities	Evidence of anticipating issues and concerns.	✓	
Support and mentor less experienced professional staff within the team.	Evidence of preserving good relationships whilst handling conflict.	✓	
Liaise with other HR teams to provide integrated and comprehensive HR support to clients and projects.			
Day to day overview and guidance of the work of HR Officers or Business Support as appropriate.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
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**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>