



Role Profile

HR Adviser (Job Analyst)			
Reference No:	A5076		
Service:	Human Resources		
Job Family:	HR/Learning/OD	Grade:	FC7

Purpose
<p>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.</p> <p>Provide a comprehensive professional service as a member of a team providing HR and job evaluation of Local Government posts using the Scottish Joint Council (SJC) job evaluation scheme, ensuring the scheme rules are applied in a consistent and objective manner.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>Project Work Manage a diverse workload including pay and reward, terms and conditions, and job evaluation.</p> <p>Undertake allocated project work, applying professional skills either individually, or as part of a team within timescales set.</p>

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Significant level of work experience, knowledge, skills and understanding of local government roles and responsibilities would be suitable, whilst a degree level qualification or other relevant qualification is preferable.	✓	

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<p>Provide professional support and advice on matters related to pay and reward, terms and conditions, and job evaluation.</p> <p>Provide professional support to the development and implementation of projects in line with the Strategic Work Plan.</p>	<p>Graduate CIPD or an equivalent professional qualification and/or experience</p> <p>Awareness of employment law and how it impacts on HR and Management practices.</p> <p>Understanding of Equality, Diversity & Inclusion in the workplace.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Develop and maintain, collaborative and effective relationships with Services, partners, colleagues and union representatives, establishing professional credibility.</p>	<p>Communication and Interpersonal skills</p>	<p>✓</p>	
<p>Providing support at project briefing sessions.</p>	<p>Experience of developing and delivering training materials and presentations.</p>	<p>✓</p>	
<p>Job Evaluation Project Establish through knowledge, the appropriate evaluation factors, factor definitions, scoring and weighting as outlined in the SJC job evaluation scheme.</p> <p>Undertake a critical review of job evaluations to ensure they are consistent with the local interpretation of the SJC job evaluation scheme.</p> <p>Facilitate discussions with job holders and line managers to consult, gather and agree job facts, tasks and responsibilities. Ensuring that sufficient examples and evidence are provided.</p> <p>Substantiating with colleagues where necessary to achieve a consistent outcome in line with local definitions/interpretation.</p>	<p>Experience and expertise of evaluating jobs in line with the Scottish Joint Council job evaluation scheme.</p> <p>Experience of using PILAT job evaluation software.</p> <p>Experience of HR systems administration e.g., maintaining structures.</p> <p>Conflict handling skills</p> <p>Understanding of equality and diversity in the workplace.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Liaising with services and employees to arrange job evaluation interviews and acting as the first point of enquiry for employees.	Organisational skills		✓
Undertake the production of information, use appropriate tools and present or upload information as required.	Experience of running reports and analysing data	✓	
Undertake quality assurance checks, review and check records are accurate and saved in line with required document retention procedures.			
Contribute to the development of clear guidance for managers, employees and Trade Unions on the application of pay and rewards strategies and job evaluation in Fife Council.	Proficient MS Office user – outlook, excel, word	✓	
Contribute to the improvement of systems and processes to improve efficiency in the delivery and output of job evaluation, including the development of digital processes.			
Providing support to Job Evaluation Appeals Panels.	Ability to work with minimal supervision on a day-to-day basis.		✓
Support with reward related matters including detriment (salary preservation) and the Council's overall pay/grading structure.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
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.

Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.