



Role Profile

HR Adviser (Lead Job Analyst)			
Reference No:	A5075		
Service:	Human Resources		
Job Family:	HR/Learning/OD	Grade:	FC8

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 professional HR advice and support and undertaking 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:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Project Work Manage a diverse project workload including pay and reward strategies, terms and conditions and job evaluation.</p> <p>Undertake a range of related project work, applying professional skills either individually, or as part of a team.</p>	<p>Educated to Degree level or other relevant qualification or equivalent work experience.</p>	✓	

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<p>Taking a lead role in the management, development of plans and implementation of projects in line with the Strategic Work Plan including:</p> <ul style="list-style-type: none"> • Employee Communication and Engagement; • Service Engagement; • Specialist Technical Support 	<p>Chartered MCIPD 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>Experience of leading corporate projects involved with the introduction of new ways of working and digital delivery.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Assist the HR Service Manager and/or HR Lead Officer in delivering an added value service to a variety of clients across the organisation.</p>	<p>Experience of leading or assisting projects or working groups.</p> <p>Evidence of a systematic but responsive approach to project management.</p> <p>Project management qualification</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>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.</p> <p>Organising, maintaining and supporting the use of information technology systems/software. Maintaining project records whilst complying with corporate document retention and audit requirements and schedules.</p>	<p>Evidence of linking short-term actions to long term goals.</p>	<p>✓</p>	
<p>Gathering, collating and analysing information from various sources, some of which may be conflicting, and identify workable solutions e.g., Gender Pay Gap analysis, equal pay audits and so on</p>	<p>Experience of running reports and analysing data</p>	<p>✓</p> <p>✓</p>	

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	Understanding of equality and diversity in the workplace.		
Day to day overview, guidance, support and mentor of the work of team members.	Evidence of leading, motivating and positively creating organisational change, preserving good relationships whilst handling conflict	✓	
Job Evaluation Project 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 and that evaluations are carried out fairly and consistently.	Communication and Interpersonal skills Conflict handling skills	✓ ✓	
Undertake a critical review of evaluations to ensure they are consistent with the local interpretation of the SJC job evaluation scheme, substantiating with colleagues where necessary to achieve a consistent outcome in line with local definitions/interpretation.			
Establish through knowledge, the appropriate evaluation factors, factor definitions, scoring and weighting as outlined in the SJC job evaluation scheme.	Experience and expertise of evaluating jobs in line with the Scottish Joint Council job evaluation scheme. Experience of using PILAT job evaluation software	✓ ✓	
Develop and maintain collaborative and effective relationships with Services, partners, colleagues and union representatives, establishing professional credibility.	Experience of HR systems administration e.g., maintaining structures.	✓	
Liaising with services and employees to arrange job evaluation interviews and acting as the first point of enquiry for employees.	Organisational skills	✓	
Undertake quality assurance checks, review and check records are accurate.			

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Support the development of clear guidance for managers, employees and Trade Unions on the application of pay and reward strategies and job evaluation in Fife Council.		Proficient MS Office user – outlook, excel, word	✓	
Providing specialist and technical support to Job Evaluation Appeals Panels.		Ability to work with minimal supervision on a day-to-day basis.	✓	
Providing specialist and technical support at project briefing sessions.		Experience of developing and delivering training materials and presentations.		✓
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:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<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>