

**Job Description****Corporate Services and Strategy Directorate**

<b>Post Title</b>	<b>Human Resources Advisor</b>		
<b>Post Number</b>	<b>BG10113</b>	<b>Grade</b>	<b>7</b>
<b>Base</b>	<b>Civic Centre</b>	<b>Hours of Work</b>	<b>37 Hours per week</b>
<b>Car User Allowance</b>	<b>Approved Casual</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Senior HR Business Partner</b>	<b>Updated</b>	<b>June 2014</b>

**Principal Job Purpose**

Provision of a customer focussed Organisational Development Service for specified Directorates ensuring the effective implementation of the O.D.Strategy.

Contributing to the development and implementation of H.R. strategic projects and policies aligned to key service delivery needs and corporate and directorate objectives.

**Responsible to:** Senior Human Resources Business Partner

**Principal Accountabilities**

1. Working closely with managers in named service directorates to ensure the effective implementation of the O.D. Strategy and associated policies and procedures.
2. Supporting and influencing managers' understanding of the O.D. Strategy and its contribution towards improving front line service delivery.
3. To enable and support service transformation through the use of effective Organisational Development interventions and Human Resource Management strategies.
4. To coach, support, mentor and challenge managers in the application of HR policies and practices and on a wide range of employment related issues, promoting best practice and encouraging greater ownership. This will include providing advice and guidance on complex HR issues in order to minimise risk and financial exposure.
5. To provide support and advice to managers in relation to the management of disciplinary and grievance cases.
6. To support the performance management culture within services, including capability related casework and advising and guiding managers through the relevant policies.

7. To be responsible for the provision of advice and support in respect of retirement/ill health/redundancy cases.
8. To advise Managers and employees on attendance management, including attendance at sickness interviews, advice on medical reports and redeployments.
9. To work in conjunction with the transactional team in supporting the effective operation of the Authority's recruitment, selection and appointments procedure.
10. To support and advise in respect of the Authority's JE Scheme and assist with relevant processes and procedures.
11. To support in the provision of an advisory and interpretation service to managers and employees on a wide range of employment related issues, promoting best practice and encouraging greater ownership. This will include the application of relevant terms and conditions of employment and also changes resulting from legislation, national and local agreements.
12. To assist in the research, development and implementation of key strategic projects.
13. To assist in the research, development and implementation of policies and procedures in line with the key identified priorities, in consultation with management, employees and the trades unions.
14. To maintain positive employee relations and engage in formal consultations and negotiations with employees, their representatives and trade unions, in accordance with the authority's agreed protocols.
15. To support and advise on organisational and service redesign.
16. To ensure effective systems are in place for the collection of Performance data and to continually review work practices and performance standards ensuring the most efficient and effective delivery of service.
17. To liaise with relevant external agencies and officers of the Authority in undertaking the duties of the post and to represent the Head of Organisational Development at corporate and departmental working groups, internal and external forums and meetings as and when required.
18. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
19. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice and promote diversity in the workplace.
20. To undertake any other duties as directed by the Head of Organisational Development.

# Person Specification

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Possession of the full CIPD qualification or equivalent	Essential	✓			
Proven experience in Human Resources, working with Managers to ensure effective Human Resource Management and an ability to demonstrate a working knowledge of HR policies and procedures to include: <ul style="list-style-type: none"> <li>Recruitment and Selection</li> <li>Attendance Management</li> <li>Dispute resolution including discipline and grievance</li> <li>Termination procedures</li> </ul>	Essential	✓	✓	Test	
A knowledge of employment legislation and its application.	Essential		✓		
Other experience					
Experience of report writing, policy development and implementation	Desirable		✓		
Knowledge/Skills					
Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.	Essential	✓			
Computer Literate with experience of Microsoft Office	Essential	✓		Test	✓
Well developed analytical and organisational skills	Essential	✓	✓		✓

2. Special Requirements	Essential	Desirable
Possession of a driving licence and access to a vehicle for work purposes.	✓	

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results		✓		✓
	Understands that changes are needed if things are to be improved		✓		✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Asks for help when necessary				✓
	Works well with colleagues inside and outside the team. Looks beyond boundaries of own job to support others, sharing knowledge and contributing to a positive team spirit		✓		✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others	✓	✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		✓