

**Job Description**

**Corporate Services and Strategy Directorate
Organisational Development Division**

Post Title	Human Resources Advisor		
Post Number	BG10574	Grade	7
Base	Civic Centre, Ebbw Vale	Hours of Work	37
Car User Allowance	Approved Casual	Disclosure	None
Contact	Senior HR Business Partner	Updated	June 2014

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 O.D. strategic projects and policies aligned to key service delivery needs and corporate and directorate objectives.

Responsible to: Senior HR 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 and sensitive HR matters and determine in partnership the best course of action to address those individual circumstances in order to minimise risk and financial exposure.

5. To provide support and advice in relation to the management of disputes, disciplinary and grievance cases as appropriate in relation to Corporate Policies and where necessary with reference to child protection protocols.
6. To support the performance management culture within services, including capability related casework and advising and guiding managers through the relevant policies.
7. To advise Managers and employees on attendance management, including as appropriate attendance at sickness interviews, advice on medical reports and redeployments.
8. To be responsible for the provision of advice and support in respect of retirement/ill health/redundancy cases.
9. To work in conjunction with the transactional team to develop and support recruitment and appointment arrangements to ensure an effective and improving service.
10. To meet with the relevant manager and/or individuals in follow up interviews for those with criminal records to investigate the nature of the offence and decide the appropriateness of appointment in line with DBS guidelines.
11. To support and advise in respect of the Authority's JE Scheme and assist with relevant processes and procedures.
12. 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.
13. To assist in the research, development and implementation of key strategic projects.
14. To contribute to and where specifically required to take a lead on the formulation of policies, in consultation with the trade unions.
15. To support the maintenance of positive employee relations and to engage in formal consultations and negotiations with employees, their representatives and trade unions, in accordance with agreed protocols.
16. To support and advise on organisational and service redesign.
17. To contribute to and where specifically required to design, deliver or commission briefing sessions / training on relevant matters relating to HR policy and practice.
18. To contribute to improvements in the administration and control of employment related paperwork including contracts of employment etc.
19. To contribute to the collection and provision of statistical and data returns including any statutory obligations.

20. 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.
21. 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.
22. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
23. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice and promote diversity in the workplace.
24. To undertake any other duties as directed by the Head of Organisational Development.

Person Specification –HR Advisor

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Possession of the CIPD 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"> Recruitment and selection Attendance Management Dispute resolution including discipline and grievance. Termination procedures. 	Essential	✓	✓	Test	✓
A knowledge of employment legislation and its application.	Essential		✓		✓
Other Experience					
Experience of report writing, policy development and implementation.	Desirable		✓		✓
Development, organisation, preparation and delivery of HR training	Desirable	✓	✓		✓
Management of change	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	✓			✓
Well developed analytical and organisational skills.	Essential	✓	✓		✓
Knowledge and understanding of job evaluation frameworks and processes	Desirable		✓		✓
Ability to mediate in difficult situations	Desirable		✓		✓
Special Requirements					
Full driving licence and access to a vehicle for working purposes.	Essential	✓			

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
Delivering the service	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
Improvement & Change	Is prepared to try new things & feedback 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 (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	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 (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions		✓		✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	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 (please specify)	Probationary Period/ Performance Coaching
Communicating	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		✓		✓