

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST TITLE: Human Resources Adviser GRADE: 6

TEAM: Human Resources

SERVICE AREA: Human Resources

RESPONSIBLE TO: Head of HR & OD

RESPONSIBLE FOR: Human Resources Assistants

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Casual Car User Allowance.

DATE ISSUED: February 2025

JOB PURPOSE:

Deliver an HR advisory service to managers and staff, providing up-to-date and informed HR guidance and support on HR policies, processes, and systems, ensuring compliance with policies and procedures.

Provide professional advice and support in all areas of employment relations, such as sickness management, grievances, disciplinaries, and performance management procedures, escalating complex cases to the HR Business Partner or Head of HR.

Support the Learning and Development Business Partner and HR Business Partners in coaching and training line managers with the performance management processes, including conducting effective appraisals, one to ones, absence management including return to work interviews, and providing guidance on development plans.

PRINCIPLE RESPONSIBILITIES:

1. Provide consistent and high-quality advice and guidance on employment matters to managers, developing a range of options and creative solutions within agreed policies, and that also take account of employment legislation requirements and business needs, escalating more complex issues to the HR Business Partners.
2. As delegated by the Head of HR or HR Business Partners, support and coach managers throughout their handling of disciplinary, performance, absence, grievance and change management programmes, ensuring that all aspects are handled appropriately and promptly within agreed frameworks and policies.

3. Support the HR Business Partners and the Head of HR & OD with change management projects including service restructures and TUPE transfers using a project management approach to coach managers to drive through change, ensuring that structural changes are fully implemented
4. Working closely with the HR Assistants, ensure data held on appropriate systems is accurate and up to date, work with managers to keep records current and reflective of their services.
5. Undertake allocated team-based project work, including research where appropriate, to ensure that projects are delivered on time and to agreed objectives and performance standards.
6. Support the continuous development of the HR service through input into policy development and support the planning and delivery of training for managers and employees on a full range of HR policies.
7. Support the job evaluation process by advising and challenging managers on job and organisational design, including succession planning ensuring compliance with policies.
8. Working closely with the Equality and Diversity Officer, create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.
9. Work closely with the Health and Safety Officer to ensure that a safe and healthy working environment is maintained, dealing with cases escalated by the HR Assistants to ensure that risks are identified, and action is taken to reduce these.
10. Help identify and implement training and development opportunities to support employee growth and improve performance.
11. Produce management information reports and distribute them to the relevant stakeholders.
12. Working closely with the HR Assistants support the compliance process for all new starters, ensuring all pre-employment checks, right to work, references, online checks, and qualifications are completed thoroughly and on time, dealing with escalated issues initially to find a satisfactory resolution.
13. Oversee the management of the Case Management System internally and with our provider, dealing with any systems issues promptly and ensuring all files and data are up-to-date and fully compliant, running reports as needed.
14. Provide training on the HR Case Management system for the team to ensure its effective use and avoid duplication of information.
15. Working closely and supporting the HR Assistants to ensure effective collaboration with the internal and external payroll teams and our external providers, dealing with any first line issues that arise from within the team to ensure accurate and timely processing of payroll, alerting serious issues to the HR Business Partners or Head of HR & OD.

16. To be an advocate of staff health and wellbeing, developing and promoting all relevant tools, support mechanism, communication channels on a regular basis
17. Support the Head of HR and HR Business Partners with the preparation of research reports as required.
18. To support the HR team in actively co-ordinate recruitment, selection and induction processes, taking part in interviews, induction sessions, promoting the council at career events as required. Ensure compliance with legal and policy requirements, that appropriate documentation is in place and generally monitor the effectiveness of the processes.
19. Support the Head of HR and the HR Assistant in ensuring that performance indicators, statistics, reports and other HR information are produced as required, making full use of systems to provide accurate management information.
20. To deputise for the HR Business partners including attending meetings both internally and externally, and line manage the HR Assistant in the absence of the HR Business Partners to ensure they have ongoing support and a point of escalation.
21. As a term of your employment, you may be required to undertake other duties as may reasonably be required of you in the post and department (section) mentioned above or in a comparable post in any of the organisation's other sections or departments of any of the Authority's establishments.
22. The post holder would be expected to operate at Level two of the HDC Competency Framework.
23. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
24. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Human Resources Officer/Adviser			
TEAM:	Human Resources			
POST NO.				
ALLOWANCE	Casual Car User	Grade: 6	Weekly Hours: 29.6 (0.8 FTE)	
CONTRACT TYPE	Two-year Fixed Term			
TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	Assessment A/I/T/E	ADDITIONAL/USEFUL REQUIREMENTS (Where available, elements that contribute to improved/immediate performance in the job)	Assessme nt A/I/T/E
Qualifications	<ul style="list-style-type: none">Level 5 CIPD qualified or equivalent experience and aptitude with current experience in a hands-on generalist HR advisory role	A, E	Chartered MCIPD Level 5 or 7 CIPD	A A E
Experience	<ul style="list-style-type: none">Demonstrable experience of providing generalist HR advice on terms and conditions, application of HR policies, and first-line employee relations (performance management, grievance, disciplinary, and sickness management)Policy and process developmentEnd to end Recruitment and selection campaigns	A I A A I A I A A I	<ul style="list-style-type: none">Experience of Public Sector TUPE transfersReward systemsExperience of working in a Unionised environment	A A A A A A

	<ul style="list-style-type: none"> Supporting organisational change programmes Provision of statistics / management information Promoting quality, diversity and inclusion initiatives Handling confidential HR and payroll data Competent use of MS365 including Teams, Outlook, Word and Excel Experience of using computerised HR systems <ul style="list-style-type: none"> Experience with payroll systems and processes 	A I A I A A A	<ul style="list-style-type: none"> Working with trade unions or staff representative groups Grading / Job evaluation systems HR experience gained from a regulated environment. Delivered HR related training/briefings 	
Knowledge	<ul style="list-style-type: none"> Ability to prioritise and focus on key objectives. Excellent communication skills Strong up to date knowledge of employment law Customer focus Problem solving Assertiveness and influencing skills. Able to manage a busy workload and meet tight deadlines. 	I I T I I T I I	<ul style="list-style-type: none"> Budgetary management Project management Previous experience in an HR Adviser role managing first line case work or demonstration of working collaboratively across functions and service areas. 	A A A
Skills	<ul style="list-style-type: none"> Be able to work autonomously Personable with strong communication and relationship building capabilities across all levels of the organisations. Practical and logical and able to solve problems quickly. The ability to advise and work with all levels of staff in the organisation 	A A A I A A	Experience of, or worked on a project to implement new systems, such as case management, Payroll, HR.	A I

	<ul style="list-style-type: none"> • High personal standards and quality of work output with outstanding organisational and time-management abilities • Able to demonstrate careful attention to detail and ability to check all work for accuracy and quality standards 			
Other	<ul style="list-style-type: none"> • Assisting the team with HR related projects 	A	<ul style="list-style-type: none"> • Full valid driving license and access to a suitable vehicle 	A, E

Assessment Legend	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g.) certificate
N.B. Where more than one assessment stage is indicated against a criterion that criteria must be demonstrated a both stages				