

JOB DESCRIPTION

Post Title: Staff Engagement Adviser		Service: Human Resources Directorate / HR&OD		Office Use JD Ref: 3504
Band: 7		Workplace: County Hall, Morpeth/Agile		
Responsible to: Staff Engagement & Inclusion Lead		Date: May 2019	Job Family: HR / Training	
Job Purpose: The Staff Engagement Advisor will support the HR/OD strategy on improving employee engagement and diversity across the Council. To lead on actively promoting the Council as a model employer, supporting the development of staff networks and developing meaningful engagement tools with measurable outcomes with all staff groups across the council to increase employee engagement. The post holder will also support the Engagement and Inclusion Lead with the coordination, analysis, outputs and actions arising staff survey.				
Resources	Staff	The postholder will not directly manage any staff but may be required to provide direction, guidance (including mentorship) or support to HR Assistants, Learning and Development Assistants and apprentices		
	Finance	The post has no budgetary responsibilities however the postholder will provide advice on staff expenditure and salaries to directorates e.g. contractual changes and organisational redesign which have a significant impact on directorate spending.		
	Physical	Physical skills obtained through practice. Standard keyboard skills. Ability to travel as the role is carried out on a county wide organisational basis.		
	Clients	All Council directorates although certain pieces of work will be focused on particular directorates, staff groups or specific initiatives.		
Duties and key result areas:				
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19. Devises and delivers training and development programmes to support Engagement and Inclusion with the aim of assisting managers in their role of managing staff effectively.
20. Create and develop reports that draw on data from multiple sources
21. Attends, represents and takes part in meetings in a formal note taking capacity, transcribing minutes.
22. Undertakes surveys and audits necessary to own work and specific audit projects to improve area of service.
23. Deliver both formal (teaching in a classroom to groups of staff) and informal training (usually 1:1 in the workplace or smaller groups such as managers meetings) in HR/OD policies and procedures.
24. To promote concepts of equality of opportunity and management of diversity, ensuring that HR practices are transparent and non-discriminatory.
25. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
26. Provide support and advice to relevant officers across the Council in developing and implementing effective development programmes and supporting managers to embrace an ethos of developing people.
27. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of strategic organisational development interventions within deadlines
28. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level, as appropriate.
29. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to venues, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours. Possible attendance at evening meetings.
Working conditions:	Mainly indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: Staff Engagement Adviser		Service: Human Resources	Ref: 3504
Essential		Desirable	Assess by
Qualifications and Knowledge			
Degree in Human Resources/Organisational Development related subject or knowledge acquired though relevant training and experience working in an HR environment to an equivalent level. Knowledge of Engagement and Inclusion within a workplace environment		Postgraduate Diploma in Human Resource Management. Membership of the Chartered Institute of Personnel and Development.	A/I/R
Experience			
A sound working knowledge of a range of policies and management procedures. Previous experience of working in project management		Knowledge/experience of working within a public sector environment.	A/I/R/ T/P
Skills and competencies			
Experience of project management Proficient with indepth knowledge of a range of relevant IT packages. Ability to interpret and translate detailed legislative information. Ability to judge and analyse appropriate courses of action when advising managers and staff. Ability to plan, prioritise and organise workload to meet conflicting and competing service needs. Demonstrate interpersonal skills with an ability to communicate, negotiate and influence a range of staff and management at all levels within the council with the ability to establish links with external organisations both verbally and written using the most appropriate mechanism fore the achievement of required outcomes. Presentation skills and techniques and ability to facilitate large and small groups. Ability to work on own initiative whilst working to tight deadlines. Is an effective advocate for the HR service and organisation both internally and externally. Maintains a professional demeanour in stressful and difficult situations.		Experience of leading engagement/inclusion projects	I/R/T
Physical, mental, emotional and environmental demands			
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Pragmatic approach to deal with difficult and emotional situations. Contact with staff/public/clients in dispute with the County Council. Tenacity and resilience.			I/R/Q
Motivation			
Commitment to the values of the HR function and to professional development of self and others. Self Awareness Tact and diplomacy Personally receptive to change and effective as a change agent.			I/R/Q

<p>Enjoy working as part of a team and take actions to promote positive team working.</p> <p>Committed to personal and professional development.</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Dependable, reliable and keeps good time.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated</p>		
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Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits