

# Newcastle City Council

## Job Description



**Post Title:** HR Adviser

**Evaluation:** 559 Points

**Grade: N8**

**Responsible to:** Head of Operational HR or Head of Strategic HR

**Responsible for:** N/A

**Job Purpose:** Assist in provision of a comprehensive human resources service to council directorates/schools and external bodies as required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Support Heads of Service, Head Teachers and other senior managers in managing human resources and in particular:-
  - managing absence and lack of capability;
  - discipline and grievance handling;
  - workforce planning;
  - managing workforce changes including organisational change, redundancy and redeployment;
  - application of national and local terms and conditions of employment including grading of posts.
- 2 Assist in the training and mentoring of line managers so they are able to make 'right first time' employment decisions.
- 3 Provide professional HR advice on all aspects of recruitment, employment and terms and conditions of employment.
- 4 Undertake any necessary research and analysis to support Directorate based HR/OD projects.
- 5 Contribute as required to HR project work and policy development activities.
- 6 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.