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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate:****HR, Legal & Communications** | Service Area: Human Resources |
| **JOB TITLE: HR Advisor (Learning & Development)** |
| **GRADE: K** |
| **REPORTING TO: HR Manager (Learning & Development)** |
| **1.** | **JOB SUMMARY:** To provide timely and professional HR advice to the Council and supported Schools / Academies. Working within the Learning & Development Team you will have a varied role in providing support across a range of matters and initiatives to support the Council including training and development, apprenticeships, volunteering and work experience, as well as developing the Council’s approach to coaching and mentoring.You will be required to work flexibly across the HR Service to meet service demands and to support your own personal development. |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1 | Provide timely and professional advice to stakeholders, interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices and legal obligations are maintained. |
|  | 2. | Promote and support the delivery of Apprenticeships across the Council and maintained Schools to maximise levy spend and support the development of new apprenticeship positions and apprenticeships for existing employees. |
|  | 3. | Assist with the procurement and contract management of apprenticeship training in line with Council procurement procedures and ESFA Funding rules. |
|  | 4. | Work closely with Directorates and Schools on specific projects and initiatives to identify and maximising the take-up of apprenticeships including on the Council’s Annual Apprenticeship programme. |
|  | 5. | Administration of the Council’s Apprenticeship Levy Digital Account ensuring records are accurate and kept up to date. |
|  | 6. | Identify, develop, procure and evaluate employee training and development solutions to meet the Council’s objectives, culture and behaviours, consulting with Directors and Service Areas to ensure training needs are met.  |
|  | 7. | Advise on appropriate training solutions to support development needs for employees on an individual and group basis |
|  | 8. | Assist or lead on learning and development related projects as directed such as “Kickstart”, Coaching & Mentoring Programme, Work Placements, Internships and Volunteering opportunities |
|  | 9. | Support the annual promotion and monitoring of the Council’s Appraisal process |
|  | 10 | Support the Council in achieving quality standards such as Investors in People (IIP) |
|  | 11 | Support the development of the Council’s approach to coaching and mentoring |
|  | 12 | Develop and maintain productive and collaborative relationships with Stakeholders, including Directors, Managers, Schools, Employees, Xentrall Shared Services, recognised trade unions and their representatives and external partners. |
|  | 13 | Provide timely and professional advice to stakeholders, interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices and legal obligations are maintained. |
|  | 14 | Develop and deliver training and briefings sessions for managers and employees, for example on HR policies and procedures |
|  | 15 | Assist in the development of HR strategy, policy, procedures, guidance documentation and management systems |
|  | 16 | Represent the service on working groups and at meetings, as required. |
|  | 17 | Promote equality of opportunity and diversity, ensuring that HR practices are transparent and non-discriminatory. |
|  | 18 | Support the Council’s Shaping a Brighter Future Programme |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.**Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |
|  | Name: | Signature: | Date |
| Job Description written by: (Manager) |  |  |  |
| Job Description agreed by: (Post holder) | ….................………… | ….................……… | …............... |

**Job Description dated January 2021**



**PERSON SPECIFICATION**

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| Job Title/Grade | **HR Officer (Learning & Development)** | **K** |
| Directorate / Service Area | **HR, Legal & Communications** | **Human Resources** |
| Post Ref:  |  |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | CIPD / HR Level 5 qualification or equivalent work experience, | Coaching qualification (or willing to work towards) | Application form |
| Experience | Experience of Apprenticeships - maximising apprenticeship levy spend and to support organisational and employee development needsExperience developing a range of learning & development initiatives – i.e. training, coaching, work experience.Experience of working as part of a teamExperience of delivering a HR related project or initiative | Local Government or Public Sector experienceLocal Government Procurement experienceExperience of delivering training programmes / workshopsCoaching and/or mentoring | Application / Interview |
| Knowledge & Skills | A comprehensive knowledge of Employment Law. IT skills including Microsoft Office. Excellent communication skills both written and verbal Negotiating skills Excellent organisational skills in order to deal with conflicting priorities and meet deadlinesExcellent problem solving skillsUnderstanding of Apprenticeships and ESFA funding rules | Knowledge of local government/teacher’s terms and conditions of service. Knowledge of local government pension scheme / teachers pension scheme.  | Application / Interview |
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement Ability to handle difficult situations.Resilient Ability to work independently and use your own initiativeProactive in dealing with issues and projectsAbility to work corporately  |  | Application / Interview |
| Other requirements |  | Independent travel. |  |

**Person Specification dated January 2021**