

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate:		Service Area:
HR, Legal & Communications		Human Resources
JOB TITLE: HR Advisor		
GRADE: K		
REPORTING TO: HR Manager (Advisory)		
1.	JOB SUMMARY:	
	<p>To provide timely and professional HR advice to the Council and supported Schools and Academies.</p> <p>Working within the Advisory Team you will provide high quality HR advice on attendance management, disciplinary, capability, grievance cases, support policy development, lead on allocated projects and support in delivery of briefings for managers.</p> <p>You will also work flexibly across the HR Service to help meet workload requirements as well as to support your own personal development opportunities.</p>	
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.	Provide advice and support to pro-actively managing attendance including referrals to Occupational Health and other support services, and referrals for ill health retirement in line with the appropriate Pension Scheme as required. As well as advising on referrals to Case Review Hearings where appropriate.
	3.	Provide advice and support to managers with the investigation of complex disciplinary and grievance issues, advising on referrals to hearings where appropriate.
	4.	Provide advice and support with capability performance concerns in line with policies and procedures.
	5.	Advise Senior Managers, Directors, Head Teachers, Governors at Hearings and Appeals, ensuring sanction appropriate and in line with Council / School policies and procedures.

6.		Develop and maintain productive and collaborative relationships with Stakeholders, including Directors, Managers, Head Teachers, Governors, Employees, Xentrall Shared Services, recognised trade unions and their representatives.
7.		Develop and deliver training and briefings sessions for managers and employees on HR policies and procedures.
8.		Assist in the development of HR strategy, policy, procedures, guidance documentation and management systems.
9.		Represent the service on working groups and at meetings, as required.
10.		Promote equality of opportunity and diversity, ensuring that HR practices are transparent and non-discriminatory.
11.		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 updated January 2021



PERSON SPECIFICATION

Job Title/Grade	HR Advisor	
Directorate / Service Area	HR, Legal & Communications	Human Resources
Post Ref:		

	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 in HR in complex case work, or similar professional advisory role. Experience of working as part of a team	Local Government or Public Sector experience	Application / Interview
Knowledge & Skills	A comprehensive knowledge of Employment Law. IT skills including Microsoft Office. Excellent communication skills both written and verbal Negotiating skills	Knowledge of local government/teacher's terms and conditions of service. Knowledge of local government pension scheme / teachers pension scheme.	Application / Interview

	<p>Problem solving skills</p> <p>Excellent organisational skills in order to deal with conflicting priorities and meet deadlines</p>		
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Ability to handle difficult situations.</p> <p>Resilient</p> <p>Ability to work independently and use your own initiative</p> <p>Proactive in dealing with issues and projects</p> <p>Ability to work corporately</p>		<p>Application / Interview</p>
<p>Other requirements</p>		<p>Independent travel.</p>	

Person Specification updated January 2021