

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>		<b>Service Area:</b>	
HR, Legal & Communications		Human Resources	
<b>JOB TITLE: HR Advisor (Organisational Planning &amp; Change)</b>			
<b>GRADE: K</b>			
<b>REPORTING TO: HR Manager (Organisational Planning &amp; Change)</b>			
<b>1.</b>	<p><b>JOB SUMMARY:</b></p> <p>To provide timely and professional HR advice to the Council and supported Schools and Academies.</p> <p>Working within the Organisational Planning &amp; Change Team you will provide high quality HR advice and support on organisational change, JE, pay and reward, recruitment, pension advice, workforce data and 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>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	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.	Develop and maintain productive and collaborative relationships with Stakeholders, including Directors, Managers, Schools, Employees, Xentrall Shared Services, recognised trade unions and their representatives.	
	3.	Provide advice and guidance to service areas and schools on organisational change including organisational restructures and TUPE transfers in and out of the organisation as required.	
	4.	Provide advice regarding pay and reward including statutory reporting, redundancy, retirement, other exit payments.	
	5.	Undertake job evaluation of posts and personal regrading applications, ensuring parity of pay / equal pay across the Council.	
	6.	Provide advice on NJC, Craft, Soulbury and Teachers terms and conditions of service.	
	7.	Support and advise on the Council's Single Status Agreement, Craft Agreement, Pay Policy Statements and other statutory pay reporting requirements.	

8.	Provide advice and guidance on the Local Government (LGPS) and Teachers (TPS) Pension Scheme, as appropriate.
9	Assist in the preparation of bi-annual / quarterly workforce reports and production of interactive dashboards through the collection, calculation and analysis of information from ResourceLink
10	In collaboration with Service Managers and other HR Teams assist in the production of workforce plans for Directorates / Service Areas / Teams ensuring trends are identified, risks captured, recommendations made, and action plans followed.
11	Assist in the production of Statutory Reports such as Public Sector Equality Duty and Gender Pay Gap.
12	Respond to internal and external requests for workforce data, such as Data Subject Access Requests / Freedom of Information requests as required
13	Assist in the development of HR strategy, policy, procedures, guidance documentation and management systems.
14	Represent the service on working groups and at meetings as required.
15	Promote equality of opportunity and diversity, ensuring that HR practices are transparent and non-discriminatory.
16	Develop and deliver training and briefings sessions for managers and employees on HR policies and procedures.
17	Provide support with the recruitment process, ensuring adverts are in line with the Council's Employer Brand and assist with interviews as required.
18	Assist with the promotion and administration of employee benefits, i.e. Employee Car Lease scheme as required.
19	Support the 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	<b>HR Advisor – Organisational Planning &amp; Change</b>	<b>K</b>
Directorate / Service Area	<b>HR, Legal &amp; Communications</b>	<b>Human Resources</b>
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
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, employee support, employee development, organisational change, pay and reward 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.	Knowledge of local government/teacher's terms and conditions of service.	Application / Interview

	<p>Excellent communication skills both written and verbal</p> <p>Negotiating skills</p> <p>Problem solving skills</p> <p>Excellent organisational skills in order to deal with conflicting priorities and meet deadlines</p>	<p>Knowledge of local government pension scheme/teachers pension scheme.</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>Resilience</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>Ability to undertake independent travel.</p>	

**Person Specification updated January 2021**