



HR Adviser

JOB PROFILE

Incorporates

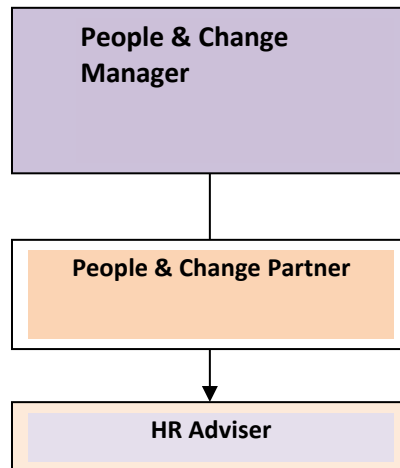
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SECTION 1 - POST DESCRIPTOR

1. JOB DETAILS	
Job Title: HR Adviser	
Service Area: People and Technology	Section: Strategic HR
Reports to: People and Change Partner	Grade: 7
Position Number: CS0749	Gaige Reference: A6110
2. JOB PURPOSE To deliver a professional, comprehensive and flexible HR service across all HR functions to ensure managers receive high quality HR advice, guidance and support. To provide support to the HR and Workforce Development Team and contribute to the development and delivery of HR Projects in support of departmental priorities.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: The post holder has no direct budgetary responsibility. Staffing Direct: The post holder has no direct staffing responsibilities. Staffing In-direct: The post holder has in-direct staffing responsibilities for coaching, mentoring and supporting a team of Assistant HR Advisers on a day to day basis and for the co ordination of work within project teams.	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

The People and Change function provides centralised support services to all areas of the Council and partner organisations (approx. 6000 staff).

The People and Change team provides a corporate People and Change service through an integrated approach to strategic resource planning and development, provision of centralised HR expertise, business People and Change partnering, HR transactional services, employee relations and case management, utilising a strategic model of People and Change delivery.

Human Resources is responsible for:

- Managing the day-to-day delivery of all transactional HR and Pay enquiries and information through '*HR Connect*', the HR Contact Centre.
- Provision of People and Change Partnering with each of the Departmental services and partner organisations.
- Development and implementation of People and Change strategy and policy
- Provision of a centralised workforce planning function, ensuring improved utilisation of data to inform business decisions
- Provision of a comprehensive wellbeing function and service.
- Provision of a resourcing and employment contract service
- Job evaluation and grading of posts
- Providing case management support to managers on all routine and complex employment issues including performance improvement, grievance, discipline, and attendance
- Continuous improvement and management and ongoing development of the WMS processes and procedures.
- Pay provision
- Provision of Diversity and Inclusion duties.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Support the delivery of an effective and streamlined case management function, to provide a consistent approach to the management of all HR cases ensuring all cases are dealt with in line with HR policies, best practice, legislative and pension scheme requirements
- Provide professional guidance and support to Line Managers in progressing cases to conclusion. This will include providing support in preparation for hearings, appeals and employment tribunals and supporting managers and People and Change Partners in the collation of appropriate documentation.
- Provide advice and guidance on West Dunbartonshire Council conditions of service, employment and pension legislation and ensuring best practice.
- Prepare reports and briefing notes for Council Committees, Corporate Management Team on a range of HR matters.
- Prepare response to Freedom of Information Enquiries.
- Support improved data management and continuous improvement of processes and systems, including ongoing recording, monitoring and database management in line with standard case recording practice.
- Proactively support and challenge managers to ensure the efficient and effective management of all wellbeing cases providing best practice and on a range of related issues which affect attendance at work e.g. occupational health referrals/ managing stress/stress risk assessment/counselling facilities/conflict management etc
- Work closely with the Occupational Health Service in managing attendance cases ensuring all support mechanisms are applied.
- Support managers in all areas of organisational change including restructuring, job redesign and change management and provide direct support, guidance and advice in relation to all required consultation, communication, matching, redeployment and redundancy activity.
- Lead discussions with Trade Unions in support of the Councils objectives and as part of joint working arrangements
- Assist in the ongoing development of HR policies, procedures and documentation, by researching legislation, benchmarking best practice, drafting documents etc. and by participating in project groups
- Assist in policy consultation exercises with managers and trades unions
- Develop all required management communications e.g. new and updated policies, procedures and circulars as well as developing manager guidance and employee guides for the HR Intranet.
- Undertake Integrated Impact Assessments for all employment policies.
- Develop and deliver training programmes for managers, provide coaching and mentoring as required to support the implementation of new policies, procedures and HR practice. Undertake briefing sessions for employees on new policies and procedures.
- Lead HR projects and working groups to support departmental and corporate objectives.
- In partnership with Managers develop Job Profiles and prepare paperwork for submission to the Job Evaluation Panel
- Assist with in the preparation of Senior Officer Recruitment including preparation of recruitment Microsites and all recruitment materials

- Support the provision of documentation used within the HR Transactional service including updating contract templates and letters in line with legislation/conditions/Cosla changes.
- Support the Job Evaluation Process and participate in Job Evaluation Panels as a Job Analyst and Panel Chair to ensure that all posts are evaluated in line with The Scottish Councils' Job Evaluation Scheme.
- Support the People and Change Manager and Partners in the development of workforce plans particularly in the area of workforce information and analyses.
- Participates in Induction Training and general HR and equalities training programmes as required
- Responsible for ongoing continuous professional development of self, and maintaining awareness, and knowledge of key employment policies, procedure and best practice.
- Deputising for the People and Change Partner as appropriate in line with knowledge, experience and professional development.

7. PROBLEM SOLVING

The post holder will require high levels of knowledge and experience in all areas of HR. The post holder will work to independently resolve problems within the boundaries of policy, procedure and legislation. Where problems are not covered by policy or procedure the post holder will use their judgement to identify solutions while taking cognisance of their knowledge of employment legislation and best practice and their experience.

8. PLANNING

The post holder will be involved in developing and implementing initiatives and projects which support departmental and corporate objectives. and be responsible for managing these to a conclusion.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder reports to the People and Change Partner, with whom annual objectives are jointly agreed and reviewed in line with the Council's Be the Best framework.

Regular meetings will be held between the post holder and the People and Change Partner to discuss progress on objectives and to ensure ongoing communication on current issues and workload. The post holder is required to use initiative and to draw on and further develop professional knowledge in order to solve problems.

Work is largely driven by the need to support managers, People and Change Partners and employees through the provision of a responsive first point of contact on all aspects of HR employment activities.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships

The post holder will have frequent contact with line managers, People and Change Partners and employees within the Council, providing support and guidance on general queries in relation to HR employment policies, procedures and practice. The post holder will deal with Trade Unions and other employee representatives regarding employment issues.

External communications and working relationships

The post holder will also liaise, where necessary, with the Strathclyde Pension Fund Office. There will liaison with other Local Authorities and public and private sector organisations in terms of research and benchmarking.

11. DECISION MAKING

The post holder operates within a framework of HR and Council policy, however, he/she is expected to support the department in developing innovative and pragmatic solutions to support service needs. These solutions require consistency across all council departments to ensure financial and reputational risk is mitigated.

Within the framework of agreed objectives, the post holder is expected to make decisions to progress the work as appropriate.

12. MOST CHALLENGING PART OF THE JOB

The most significant challenge within the role is to ensure provision of a professional service to managers across the complete range of HR practice and to become expert in a wide range of HR information, employment legislation and professional practice, HR Advisers will often deal with complex issues, some without precedent, and are required to develop solutions which meet not only service needs but also comply with legislative requirements and Council policy.

13. GENERAL

Disclosure: Not applicable to this post.

Politically Restricted Post: Not applicable to this post.

General:

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

No mandatory training required.

Post Descriptor Prepared by: People and Change Partner **Date:** June 2022

SECTION 2 - PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Educated to degree level or equivalent or evidence of significant professional competence and expertise gained through considerable experience working in an HR function	
Professionally qualified – Full membership of the Chartered Institute of Personnel and Development or working towards full membership with evidence of progression	
Training	
Evidence of Continuing Professional Development	
Experience	
Experience of providing comprehensive support and guidance in HR policy and procedure and practice	
Experience working with complex employee relations cases including discipline, grievance and absence.	
Experience of active participation in projects	
Experience of organising, effectively leading and participate meetings and seminars	
Experience of delivering training programmes	
Experience of dealing with people at all levels in an organisation	
	Experience of working within the public sector
Knowledge and Skill	
Strong interpersonal skills and ability to challenge, support, influence, and engage managers and peers. Good presentation skills. Good written skills. Ability to prepare reports and the confidence to present them	
Ability to plan, manage and monitor workloads, balancing conflicting priorities and meet deadlines	
Ability to undertake research, (including statistical enquiries) obtain and collate information and present findings as required. IT literate	
Ability to influence, persuade, question and highlight issues arising from existing practice	
	Broad range of HR knowledge across all HR functions, i.e.; Resourcing, Workforce Planning, Employee Relations, Equalities, Employment Policy, Employment Contracts, Pay & Rewards, Employment Legislation and Organisational Change.
Disposition	
Works with integrity, maintaining effective working relationships	
Able to work both independently and as part of a team.	
Self aware, able to exercise and demonstrate sound judgement, not only in making decisions but in when to seek advice and involve others	
Personal commitment to playing a key role in the development and perception of the organisation as an employer of choice	
Ability to establish credibility, confidence and trust with managers and trades unions	