

JOB OUTLINE	
JOB TITLE: HR Adviser	JET CODE: 7278
SERVICE: HR & Payroll	
DIVISION: Council Resources - People & Governance	
REPORTING TO: Team Manager HR Operations	
RESPONSIBLE FOR: None	
JOB PURPOSE: To provide HR support and advice to Business Managers in accordance with Council's policies and legislation.	
MAIN DUTIES: • Provide advice and support to Business Managers on all aspects of HR and employee relation issues including discipline and grievance, absence management, terms and conditions of service, recruitment and selection, performance management, redeployment and Terms and Conditions of employment • Interpret and analyse complex HR issues, and support managers to plan, make effective decisions and follow the best course of action for a variety of employee relation issues to manage and minimise risks to the Council. • Facilitate meetings and actively advise, support and coach managers when dealing with sensitive, challenging and/or complex employee relations scenarios. • Prepare and produce correspondence and reports which may be required for hearings, tribunals and CMT. • Mitigate organisational risk by promoting fair, consistent and equitable practices in line with Council policies, current employment legislation case law and best practice. • Undertake HR and Payroll administration tasks and processes using HR/Payroll Systems. • Maintain accurate records, data and spreadsheets and provide management information reports, as required. • Calculate maternity leave, abatement of leave, sessional leave and redundancy, in accordance with specific conditions of service.	

- Represent the Service Manager/Team Manager HR Operations at meetings, both internally and externally, as required.
- Develop and maintain close and effective links with HR colleagues, senior managers and trade union representatives within and across the service areas of the Council.
- Draft reports, committee papers and HR policies on behalf of the Service Manager/Team Manager HR Operations.
- Advise Business Managers/Heads of Service on specific cases relating to absence management/capability, performance management, discipline, grievance and bullying/harassment.
- Review and draft HR Policy and management guidelines in response to changes in legislation and national guidance to final stage, including analysing employment legislation, best practice and benchmarking, and plan for the consultation, focus groups, approval, and implementation of new/amended policies.
- Development and delivery of HR policy related workshops to groups of managers and Trade Union colleagues, focussing on the practical application of policies and carry out one to one development sessions for managers as required.
- Provide support and advice to Service Managers during the implementation of Service Reviews, in consultation with the Team Manager HR Operations and Service Review Team.
- Contribute to the job evaluation process by assisting the Service Review Team with quality assurance of jobs as and when required and where relevant training has been undertaken.
- Participate on internal and external working groups, as required.
- Provide support to Secondary Schools in sharing best practice and experience for pupils preparing to enter work, by holding mock interview and feedback sessions, and delivering employability pathway sessions.
- Undertake training and development relevant to the post, and maintain awareness and knowledge of key employment policies, procedures and best practice.
- Support a culture of continuous improvement using management information and customer feedback.
- Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.
- Promote a positive image of Human Resources by providing excellent customer care.

- Contribute to the work of the Human Resources Team and support other members of that team, as and when required.
- Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest standards.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to HND/SVQ4 level or equivalent and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.

Disclosure Scotland:

- This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

- N/A

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to HND/SVQ4 level or equivalent and/or able to demonstrate equivalent knowledge, skills and competencies gained through previous experience. Evidence of a strong commitment to Continuous Professional Development. This role requires Level 1 Disclosure Clearance to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be required prior to commencement.	Membership of CIPD. A current driving licence and/or use of a vehicle to travel between locations
Previous Experience (Paid & Voluntary Work)	Generalist HR Practitioner experience.	Experience of working within the public sector, education sector or unionised environment. Experience of HR/Payroll systems.
Knowledge/ Skills /Competencies	Knowledge and experience of applying employment legislation and best practice across a breadth of HR issues including Discipline and Grievance, Absence Management, Performance Management, Bullying and Harassment and Recruitment and Selection, etc. Effective verbal and written communication skills, with ability to influence and negotiate effectively and credibly with managers (up to	

	and including Service Manager level) Excellent organisational and time management skills. Skilled user of Microsoft Office Suite such as Word, Excel, Outlook, etc.	
Personal Qualities	Ability to work flexibly as part of a team. Ability to prioritise work under pressure and to meet deadlines Ability to work to a high degree of accuracy, paying close attention to detail Ability to work with and explain detailed legislative information. Ability to prioritise a varied and complex workload and deal with frequent interruptions. Ability to manage effective relationships with tact, diplomacy and sensitivity. Ability to maintain confidentiality relating to sensitive or personal matters. Ability to negotiate and influence. Ability to work as part of a team and on own initiative. Ability to interpret information from a variety of sources and exercise judgement when faced with unpredictable situations.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change	

	We Strive to be the Best we can be We make things Happen We work Together	
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