JOB OUTLINE	
JOB TITLE: HR Adviser – Policy Development	**JET CODE: 7278**
SERVICE: HR & Payroll	
DIVISION: Council Support – People & Council Suppport	
REPORTING TO: HR Team Leader – Operations	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To provide HR support and advice to all managers in accordance with Council's policies and legislation.

MAIN DUTIES:

- Lead on the research, development, review and revision of HR policies, procedures and guidance, ensuring alignment with employment legislation, national terms and conditions, best practice and organisational priorities.
- Manage the end-to-end policy development process, including research, benchmarking, impact assessment, consultation, negotiation, approval, implementation and evaluation of HR policies and associated guidance.
- Develop and maintain effective working relationships with recognised Trade Unions, facilitating meaningful consultation and negotiation on employment policies, workforce initiatives and organisational change programmes.
- Work collaboratively with Heads of Service, Service Managers and Corporate Management Team representatives to identify policy priorities and develop solutions that support service delivery and workforce wellbeing.
- Present policy proposals, reports and recommendations to senior management groups, consultative forums and Joint Consultative Committees as required.
- 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.
- Evaluate the effectiveness of HR policies through workforce data, employee feedback and case trends, making recommendations for continuous improvement.
- Provide advice and support to all 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.

- Mitigate organisational risk by promoting fair, consistent and equitable practices in line with Council policies, current employment legislation case law and best practice.

- Maintain accurate records, data and spreadsheets and provide management information reports, as required.

- Represent the Service Manager/HR Team Leader at meetings, both internally and externally, as required.

- Draft reports, committee papers and HR policies on behalf of the Service Manager/HR Team Leader.

- Advise Service Managers/Heads of Service on specific cases relating to absence management/capability, performance management, discipline, grievance and bullying/harassment.

- Provide support and advice to Service Managers during the implementation of Service Reviews, in consultation with the HR Team Leader(s) and Service Review Team.

- Participate on internal and external working groups, as required.

- 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)	Significant experience of providing professional HR advice across a broad range of employee relations matters. Experience of developing, reviewing or implementing HR policies and procedures. Experience of consultation and negotiation with Trade Union representatives. Experience of presenting policy recommendations and reports to senior management groups and formal consultative forums.	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. Knowledge and experience of HR policy development, consultation and implementation. Strong stakeholder management skills with the ability to influence senior managers and Trade Union representatives. Well-developed facilitation, negotiation and consultation skills.	
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	