



JOB DESCRIPTION

Role	HR Advisor
Reports to	HR Business Partner
Directorates	Resources and Performance
Department	Human Resources

Job Purpose

The HR Advisor will work to provide a high quality, comprehensive and effective generalist operational Human Resources service. They will also support the HR Business Partner in the delivery of HR and organisational objectives.

Key Responsibilities

Employment Relations

- To support the HR Business Partner in the development of a positive approach to employment relations by building strong and effective partnerships between HR colleagues, managers, staff and their representatives.
- To provide professional advice and support to the HR team, managers, and other stakeholders as appropriate on the application and interpretation of employment relations policy and terms and conditions of service, enabling problems to be identified and resolved quickly, effectively, and fairly.
- To advise and support managers to undertake investigations, including decisions on suspensions as appropriate, and development of the investigation report.
- To provide professional advice and support as required at employment related hearings and appeals, providing guidance to managers, considering the evidence presented to determine the appropriate action and outcome and to advise on policy and procedural interpretation and organisational precedents.

Organisational Change

- To support and facilitate the process of organisational change as appropriate, ensuring that change takes place smoothly and as seamlessly as possible, through the provision of advice and support to HR colleagues, managers, and staff side by side by ensuring there is well-timed and effective communication with staff and their representatives.
- To give practical support to managers, as required, so enabling organisational change to be implemented in a timely and effective manner.

Policy Development & Training

- To participate in the review or development of identified employment policies under the direction of the HR Business Partner.
- To develop, in conjunction with professional HR colleagues and other stakeholders as appropriate, draft policies that are fit for purpose and compliant with the requirements of legislation.



- To support the introduction of new or revised employment policies and supporting documentation, and participation in the communication and cascade of relevant information throughout the Combined Authority.
- To contribute to the identification of people management training needs in the Combined Authority and liaise with the HR Business Partner regarding the development and delivery of appropriate training.

Strategic Management & Support

- To support the delivery of the Combined Authority’s HR strategy, through corporate project work as delegated by the HR Business Partner.
- To draft regular reports regarding workforce employment relations metrics and governance, under the direction of the HR Business Partner.

Job Evaluation

- To be responsible for the management, data input and checking of all job evaluation panel outcomes and challenging where inconsistencies occur in the grading of roles.
- To participate as required in job evaluation exercises using appropriate evaluation tools and ensuring the process is transparent and that decisions are fair, equitable and consistent.

Operational HR Services

- To support the effective delivery of a comprehensive, consistent HR service by advising and producing guidance across the organisation on a wide range of employment issues including contractual matters, terms and conditions of employment, and the Combined Authority’s policies and procedures and current employment legislation.
- To provide and develop information required for an effective HR portal that provides line managers and staff with a high quality and comprehensive HR information such as policies, FAQ’s, guidance notes etc. to resolve common employment queries.

Key Performance Indicators

- To support the HR Business Partner in providing the necessary employment relations data for key performance indicators which measure HR performance on the delivery of a comprehensive and effective service to Directorates .

Recruitment

- Providing end to end strategic recruitment support and advice.
- Putting forward strategic and direct sourcing recommendations to support the Recruitment function.
- Supporting the interview and selection process to ensure diversity and inclusion remains at the heart of every decision made.

Staff Management Responsibilities

The post-holder has no direct staff management responsibilities.

Person Specification
QUALIFICATIONS & KNOWLEDGE
<u>Essential</u>
<ul style="list-style-type: none"> • CIPD Level 5. • Educated to degree level or equivalent experience. • Experienced HR Advisor, working in an unionised environment (minimum 1 year experience) • Ability to understand and follow HR practice and policies.



- Excellent interpersonal and influencing skills.
- Able to express information in a clear and understandable way, both verbally and in writing.
- Proficient in Microsoft Office

Desirable

- Associate member of the CIPD.

EXPERIENCE

Essential

- Relevant experience of providing a Generalist HR Service at Advisor Level (ER Casework, Organisational Change).
- Experience of managing a varied employee relations caseload, including organisational change and absence management; able to prioritise accordingly.
- Experience of Job Evaluation Frameworks.

Desirable

- Experience of managing TUPE processes.
- Experience of Recruitment processes
- Experience of DEI and Wellbeing initiatives
- Experience of using different HRIS systems.
- Experience of working in an unionised environment.

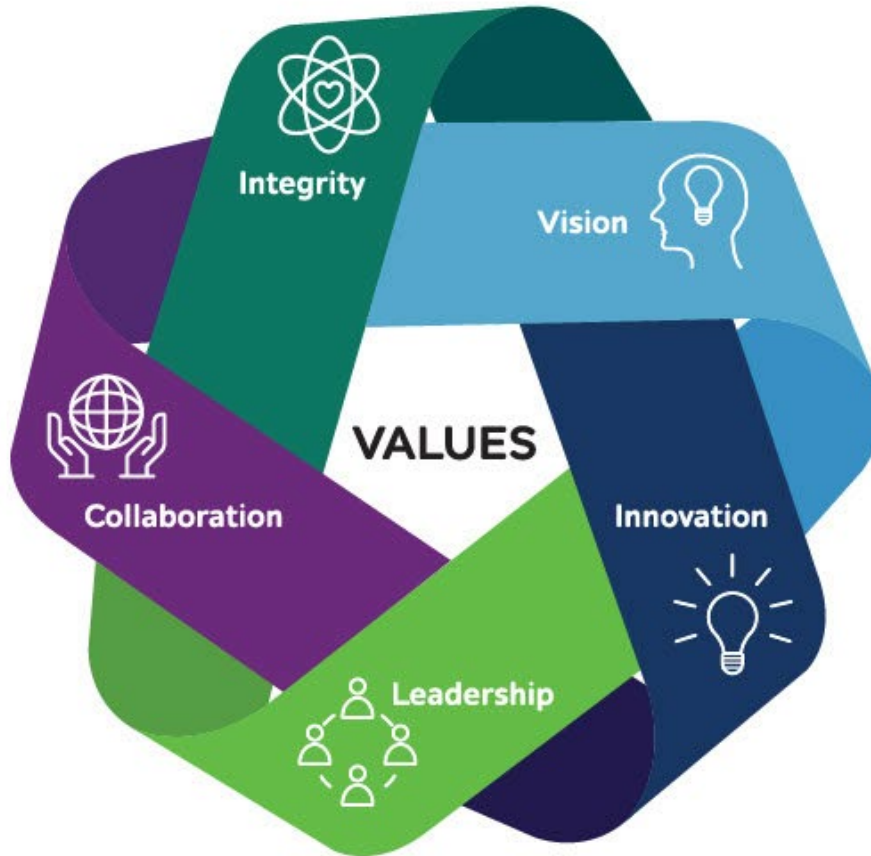
OTHER REQUIREMENTS

Essential

- Up to date knowledge of employment legislation.
- Able to express information in a clear and understandable way, both verbally and in writing. The ability to listen carefully in order to understand the needs of others.
- Ability to understand and follow HR practice and policies.



Our Values are shown in the graphic below:



Collaboration	Integrity	Vision	Innovation	Leadership
<ul style="list-style-type: none">• We work together across teams and with our partners to achieve shared goals• We listen, communicate and engage to understand and represent our communities as the combined voice of our region• We build on our knowledge by being open to new ideas, external expertise and feedback	<ul style="list-style-type: none">• We are transparent, honest, trustworthy and reliable• We acknowledge and learn from our mistakes and foster a no-blame culture that supports calculated risk• We are inclusive, respectful, ethical and accountable	<ul style="list-style-type: none">• We are clear and consistent about our purpose and how we add value• We are passionate and deliver on our strategic aims and objectives• We are forward-thinking and improvement-focused	<ul style="list-style-type: none">• We are pioneering and inspirational• We are dynamic, proactively seeking new opportunities and embracing positive change• We are ambitious yet realistic	<ul style="list-style-type: none">• We lead by example• We recognise achievement• We empower our communities and our people