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| **Profile Title:** | HR Advisor | bmbccolb |
| **Reports to:** | HR Professional/Manager |
| **Employee Management:** | Up to 4 employees | **Grade:** | 6 | **Profile Ref:** | 90950 |
| **Purpose of the Post** |
| To undertake work in relation to relevant processes and procedures and provide technical/systems support and management/provision of data. |
| **Responsibilities** |
| * Develop and maintain a variety of data and information, utilising electronic systems and data sources.
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| * Undertake complex data analysis and manipulation to produce statistical information.
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| * Assist in reviewing and developing current policies and procedures to enhance the work of the service.
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| * Assist in the preparation of documentation and reports which are suitable for a range of audiences.
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| * Maintain detailed knowledge of relevant policies and procedures to undertake departmental work.
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| * Undertake and co-ordinate the completion of project work as required.
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| * Assist with the co-ordination of resources to ensure completion of work within tight timescales.
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| * Provide advice and guidance in relation to relevant HR services.
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| * Assist in the implementation and evaluation of processes, systems and technology to enable the effective management of data and information and improve council processes.
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| * Liaise, negotiate and collaborate with internal and external stakeholders including managers, employees, trade unions and partnership agencies as required to ensure the effective delivery of the service.
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| * Keep abreast of local and national developments to enhance the service accordingly and satisfy internal and external demands.
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| * Comply with all relevant policies and procedures of the council including health and safety, legal requirements and statutory requirements.
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| * Undertake any other duties commensurate with the role as requested by management.
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| **Education and Training** | **Measure** | **Rank** |
| * Certificate in Human Resources Practice or equivalent qualification.
 | A/C | E |
| * Willingness to undertake the Councils Leadership Programme
 | A/I | E |
| * Commitment to obtain Chartered Membership of the Chartered Institute of Personnel and Development (CIPD).
 | A/I | E |
| **Relevant Experience** | **Measure** | **Rank** |
| * Previous experience in human resources or an administrative environment.
 | A/I | E |
| * Experience of using computerised systems and databases.
 | A/I | E |
| * Experience of analysing and manipulating data.
 | A/I | E |
| * Experience of developing and utilising information management systems.
 | A/I | E |
| * Experience of working with Trade Unions.
 | A/I | D |
| **General and Special Knowledge** | **Measure** | **Rank** |
| * Comprehensive knowledge of Microsoft applications.
 | A/I/T | E |
| * Working knowledge of HR IT solutions.
 | A/I | E |
| * Knowledge of SAP HR solutions and its application.
 | A/I | D |
| * Knowledge of job evaluation techniques and their importance.
 | A/I | D |
| **Skills and Abilities** | **Measure** | **Rank** |
| * High professional standards, methodical and diligent, able to mange workload to ensure tight deadlines are met.
 | A/I | E |
| * Ability to work on own initiative as well as part of a team.
 | A/I | E |
| * Ability to communicate effectively orally and in writing with a wide range of people at all levels.
 | A/I | E |
| * Ability to compose well structured and concise written communications.
 | A/I | E |
| * Ability to produce and manipulate data in a structured understandable format.
 | A/I | E |
| * Ability to interpret and implement HR Policies.
 | A/I | E |
| * Ability to deal with difficult and sensitive situations in an appropriate manner.
 | A/I | D |
| **Additional Requirements** | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.
 | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post.
 | A/I | E |
| * Work in accordance with the council's vision, priorities, values and behaviours.
 | I | E |
| * Able to undertake any travel in connection with the post.
 | A/I | E |