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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. | | | | | | | |
| * Undertake complex data analysis and manipulation to produce statistical information. | | | | | | | |
| * Assist in reviewing and developing current policies and procedures to enhance the work of the service. | | | | | | | |
| * Assist in the preparation of documentation and reports which are suitable for a range of audiences. | | | | | | | |
| * Maintain detailed knowledge of relevant policies and procedures to undertake departmental work. | | | | | | | |
| * Undertake and co-ordinate the completion of project work as required. | | | | | | | |
| * Assist with the co-ordination of resources to ensure completion of work within tight timescales. | | | | | | | |
| * Provide advice and guidance in relation to relevant HR services. | | | | | | | |
| * Assist in the implementation and evaluation of processes, systems and technology to enable the effective management of data and information and improve council processes. | | | | | | | |
| * 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. | | | | | | | |
| * Keep abreast of local and national developments to enhance the service accordingly and satisfy internal and external demands. | | | | | | | |
| * Comply with all relevant policies and procedures of the council including health and safety, legal requirements and statutory requirements. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **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 |