

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04177

Service Area: HR

Grade: G6

Job Title: HR Advisor – Schools

PURPOSE OF JOB:

Working under the guidance of HR Business Partners and Senior HR Advisors the post holder will support the Schools HR Team to deliver Advisory HR Services to a group of Lincolnshire schools. As part of the Schools HR team this post will be required to provide comprehensive and confidential support in an efficient and effective way, ensuring best use of resources and contributing to the delivery of the HR Advisory traded service specification. objectives.

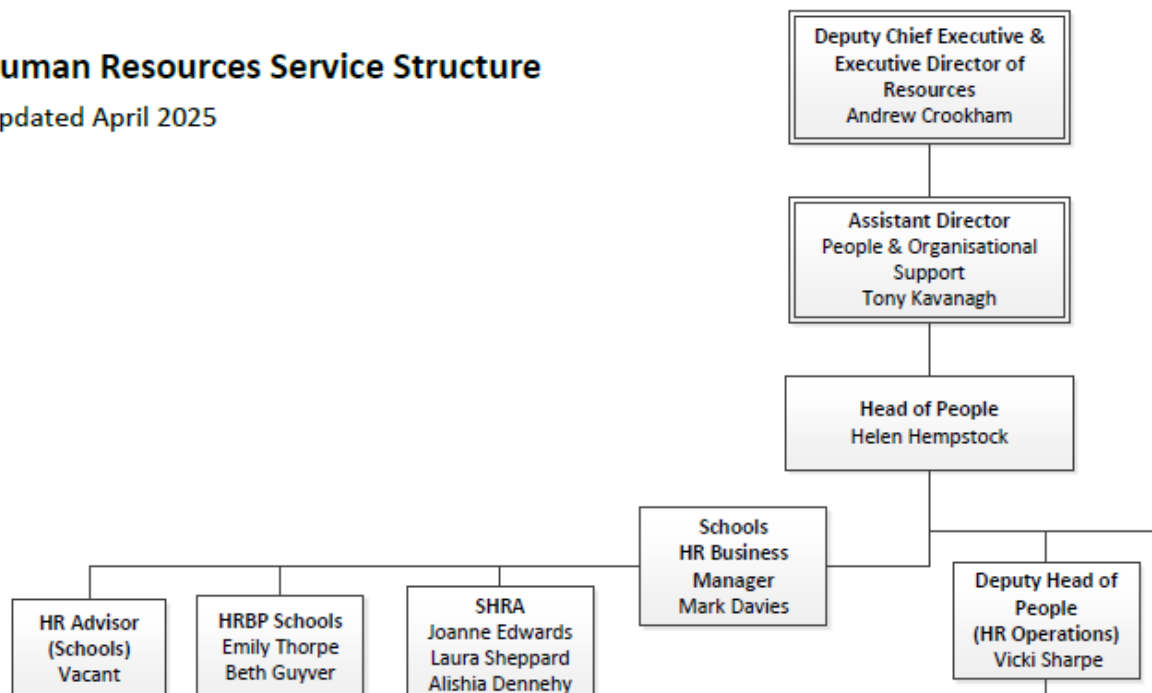
Whilst being line managed by the Schools HR Business Manager the postholder will work with other team members including the delivery of operational interventions and will work to develop their skills and knowledge as a HR Advisor.

Acting as the first point of contact for a number of school customers, triaging case requirements, resolving less complex issues and engaging with senior colleagues to progress more complex cases you will be supporting the development and review of minimum standards of delivery on an ongoing basis.

TEAM STRUCTURE:

Human Resources Service Structure

Updated April 2025



MAIN DUTIES

1	To support the strategic and operational HR delivery services to schools provide the full range of HR services from the transactional to the relatively complex issues, related to recruitment right through to retirement.
2	To work flexibly across all teams within the HR service as required from time to time.
	Proactively develop positive and collaborative working relationships with a range of customers/clients, stakeholders and partners.
3	To work alongside the professional HR Advisory Team supporting them to provide a comprehensive and quality service, handling day to day queries and provide HR Advice on Policies and Procedures. This may involve supporting wider Employee Relations activities, working with Employees, Managers and Trade Unions.
4	To support with case management, which will include acting as the first point of contact for customers, triaging case requirements, resolving less complex issues and engaging with Senior HR Advisors and HR Business Partners to support and/or escalate more complex issues.
5	To develop an understanding of all aspects of HR to be able to advice or provide information on less complex queries relating to the following: <ul style="list-style-type: none"> • Terms and conditions • HR policies and procedures • Grievance, capability and disciplinary issues • Equal Opportunities and diversity issues • Conflict Resolution • Performance Management • Recruitment, induction and retention • Pay and benefits • Sickness and absence management

	<ul style="list-style-type: none"> Employee Relations Employment Law Change management which includes re-structures, re-location, re-grading, review of teams, review of roles, etc.
6	To contribute to strategic projects and service developments as required.
7	To support the provision of HR management information. This will include undertaking research and benchmarking, as required.
8	To understand and support the advice given in relation to the interdependencies within HR advisory and talent, resourcing and learning functions as necessary.
9	To provide visible role modelling of the Council's values and culture, role modelling CIPD and required behaviours.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Level 5 qualified in a relevant subject with Associate CIPD status	A	x	MCIPD
Some HR experience in a large/complex/diverse organisation	A	x	
Some knowledge of the law relating to employment issues	A I	x	
In depth knowledge of the role of customer care and excellent customer service skills	I	x	
Ability to demonstrate the use of HR best practice	I	x	
Knowledge of the recruitment and learning lifecycles	A I	x	
Knowledge of employment law relating to recruitment	A I	x	
Experience in working to enhance diversity and inclusion plans in organisations	I		x
Understanding of wider recruitment related HR areas including: metrics, branding, diversity, talent mobility, succession planning, and strategic workforce planning.	I		x
Experience of working with Trade Unions, demonstrating a consultative approach	A I		x
Flexibility (on occasion) to work beyond core hours in accordance with the needs of customers	I	x	
Ability to travel, where required, to advise customers	I		x
Communicates clearly and succinctly in a variety of settings and can vary style to the audience. Has a range of influencing techniques and uses them appropriately	I	x	

Effective presentation skills	I		X
Proficient in Microsoft Office	I	X	
Able to develop and maintain collaborative working with a variety of colleagues/ customers	I	X	
Demonstrates analytical, creative & proactive thinking	I	X	
Shows flexibility in thinking and is always open to new ideas and approaches	I	X	
Displays high integrity around all that is confidential and is exceptionally discreet	I	X	
Experience of working in a political environment	A I		X
Project management skills	A I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Core Knowledge, Core Behaviours and relevant Specialist Knowledge are defined in the CIPD's Profession Map at Fundamental level.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.