

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources	Job Ref Number: 04243
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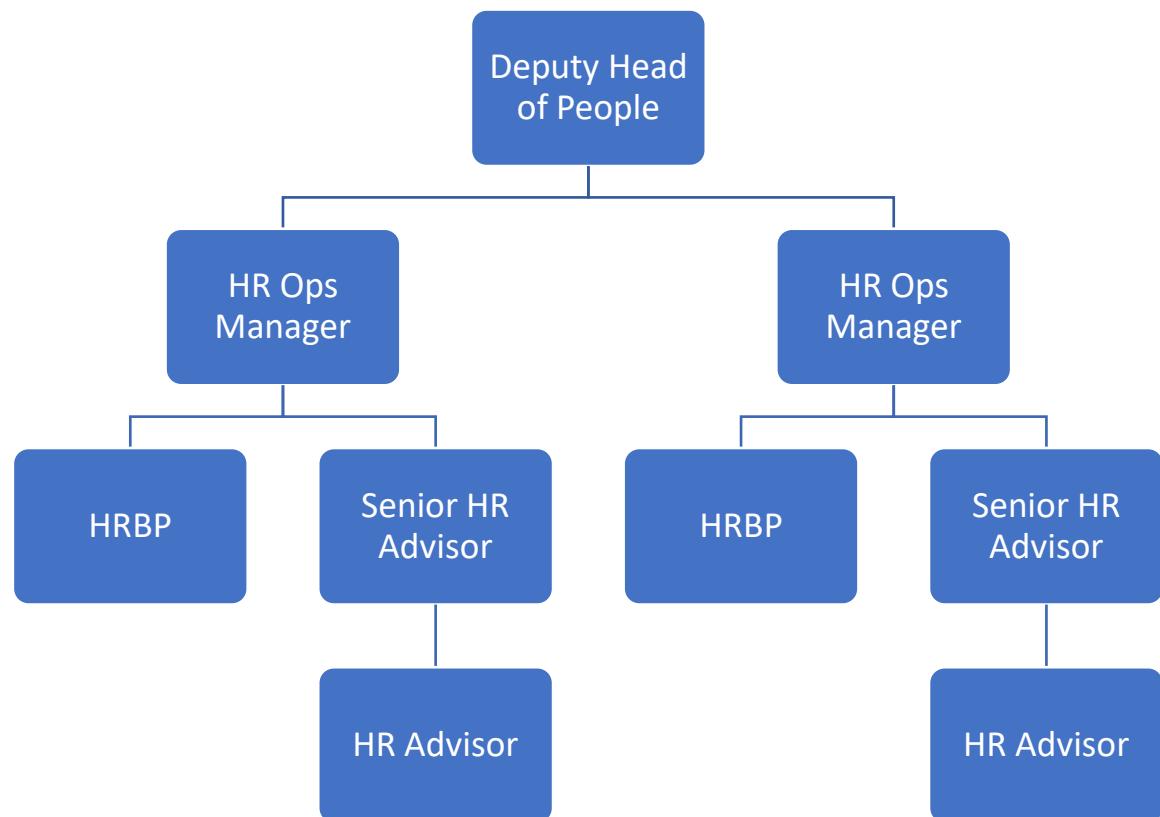
Service Area: Human Resources	Grade: G9
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Job Title: Senior HR Advisor

PURPOSE OF JOB:

The Senior HR Advisor works with the Schools HR Business Manager, HR Operations Manager, HR Business Partners, other Senior HR Advisors and HR Advisors to provide a generic and agile HR Advisory service to the Council/Lincolnshire Schools, including supporting the delivery of strategic and operational interventions in line with the organisation's business objectives.

HR Ops TEAM STRUCTURE:



MAIN DUTIES:	
1	Line Management – day to day supervision of an HR Advisor
2	<p>Service Delivery - be a proactive, forward thinking part of an efficient, professional HR Advisory team, providing a comprehensive and quality service to the Council's Managers to ensure the execution of HR policies and processes and delivery of HR priorities.</p> <p>Undertake HR casework, including restructures and develop trend analysis and reporting using the HR Case Management system.</p> <p>Deliver training and learning, based on strategic priorities, to upskill Managers.</p> <p>Working collaboratively with the HR Operations Manager, HR Business Partner and Senior HR Advisors, manage a personal professional workload including providing advice on:</p> <ul style="list-style-type: none"> • Terms and conditions • Implementation of National Agreements • 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 • Employee Relations • Employment law • Change management which include TUPE in / out, re-structures, re-location, re-grading, review of teams, review of roles etc. <p>Ensure the services delivered are up-to-date with latest legislative and professional practice.</p>
3	Review of HR Policies and Procedures - provide operational input to the maintenance and review of HR Policies and Procedures and ownership of HR Processes.
4	Relationship Management - proactively develop and manage professional and collaborative relationships with customers, colleagues/ peers and any other stakeholders.
5	<p>Support Strategic Projects and Service Developments - contribute to, and at times lead, strategic projects, employment policy development and the use of HR data and analytics.</p> <p>For roles working with schools, proactively support the HR Schools Business Manager to drive forward business growth opportunities and support business development activities, as required.</p>
6	Job Evaluation - deliver Job Evaluation and accountable for the maintenance of the library of Job Descriptions
7	<p>Effective HR Service Delivery and Efficiency - contribute to processes which ensure that in-house and outsourced HR services are delivered cost effectively using customer feedback and benchmarking to help create a culture of continuous improvement and learning within the service.</p> <p>Work with a high degree of flexibility – on HR related activities across a variety of teams within the wider HR Service, including accountability for relevant Intranet pages.</p>

8	Risk Management - identify and develop recommended responses to key risks relating to the employment of people. This will include understanding and identifying risks that may lead to Employment Tribunals or legal challenge and be able to advise managers and how these are managed
9	Role Model - provide visible role modelling of the Council's values and culture, role modelling CIPD and required behaviours and challenging others. Act as a trusted partner to Senior Managers, providing appropriate challenge and also advising on sensitive and confidential matters within the context of the role.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Level 7 qualified (or working towards) in a relevant subject with Associate CIPD status	A	x	MCIPD
Professional HR experience in a large/complex/diverse organisation	A	x	
In depth knowledge of the complex law relating to employment issues	I P	x	
In depth knowledge of the role of customer care in HR and excellent customer service skills	I	x	
Demonstrating use of HR best practice	I	x	
Experience of working with Trade Unions, demonstrating a consultative approach	A I	x	
Effective line management of people	A I		x
Flexibility 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 P	x	
Effective presentation skills	I P	x	
Proficient in Microsoft Office	I		
Personal drive and commitment to delivery of results, through others where necessary	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
Mediation skills	A		x
BPS level A/B in occupational testing	A		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 Associate Member 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.