

HR Adviser – 1 year Contract

Andover

£27,494 to £37,584 per annum depending on experience

Full or part-time - 25 to 37 hours a week

The HR team at Test Valley Borough Council is comprised of a small group of committed HR practitioners who provide a wide range of HR strategic and advisory support to managers and employees across the Council. This temporary role is based in our offices in Andover but with an occasional need to travel to other sites within the Borough.

We are looking for a CIPD qualified individual to take on an ER caseload alongside working with the team to deliver key HR improvement projects.

This is a true generalist role requiring experience of advising managers on all aspects of HR management. It is essential that you have a good working knowledge of employment law and HR best practice, experience of complex employee casework, development of policies and procedures and have the ability to offer solution-focused problem solving.

This experience will be backed up by Chartered membership of the CIPD. Your ability to utilise effective written and verbal communication skills and experience of HR systems will be pivotal to your success in the role.

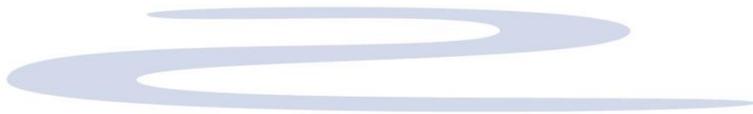
This role offers the opportunity for full or part-time temporary employment.

For an informal discussion about the role please contact Laura Strong on 01264 368257 or lstrong@testvalley.gov.uk.

If you wish to apply for this role please visit our [website](#). Alternatively you can contact our Human Resources Team on, 01264 368106 or email jobs@testvalley.gov.uk

Closing date: Tuesday 12 June 2018

COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES



Job Description & Person Specification

Job Title:	Temporary HR Adviser	Job Reference:	
Service:	Human Resources, Chief Executive's Service		
Location:	Beech Hurst, Andover.	Grade:	8/9 £27,494 to £37,584
Reports to:	HR Manager or more senior HR Adviser		
Date:	May 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To provide comprehensive, high quality Human Resource advice and guidance to managers across a range of Council services. Providing advice and support on complex employee relations casework. Support and advise senior managers on organisational change within their services. Contribute to the development, review and updating of HR policies and procedures and provide terms and conditions advice to employees.			
Main responsibilities and duties			
<ol style="list-style-type: none"> 1. Provide professional advice and guidance to managers on a wide range of complex and sensitive HR issues, including employee casework, ensuring compliance with Council Policy and Procedures, employment legislation and HR best practice. 2. Work in partnership with managers to deal with employee relations issues, building management capability and responsibility for ER issues. Act as an agent for change, ensuring this is planned and managed appropriately, utilising a high level of interpersonal and communication skills to achieve successful outcomes. 3. Support and advise managers on organisational change projects using independent judgement, specialist knowledge, experience, discretion and analytical thinking. 4. Develop, review and update policies and procedures to reduce risk and ensure compliance with employment legislation and HR best practice. 5. Where appropriate, contribute to the effectiveness of consultation and maintain good working relationships with TU representatives. 6. Ensure that contract changes, communications to staff, payroll amendments and all HR activities are implemented promptly, and that appropriate systems are updated and maintained. 7. Maintain and analyse Key Performance Indicators monthly from data produced by the SAP system which provides a Human Resource information and payroll delivery 			

system.

8. Produce management information which contributes to reports for Councillors, the Chief Executive, Corporate Directors and Heads of Service to inform decisions about workforce planning and organisational performance management.
9. Liaise with Occupational Health to ensure appropriate management information is available to allow the effective management of sickness absence and thereby meeting sickness targets.
10. Keep professionally up to date with human resource management trends and initiatives, identifying the impact on Council service requirements and delivery and identify how they can be utilised to improve efficiency.
11. Undertake HR related assignments and projects as identified by senior colleagues that are appropriate to this role and the individual's experience and development needs.

N.B. The breadth of duties and responsibilities attached to posts are in many cases difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Supervision and management

The post holder will report directly to the HR Manager or a more senior HR Adviser. The post holder will have no line management responsibility.

Resources

The post holder does not have any budget responsibility.

Contacts and relationships

This role requires the ability to be proactive and effectively communicate with all levels of management, express new ideas and suggest solutions in line with service objectives and best practice.

Ability to act as a mentor and coach for employees and managers and deal promptly and sensitively with issues.

Working environment

This is an office based role.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
<ul style="list-style-type: none"> • Educated to degree level or equivalent gained through experience. • Chartered member of CIPD. 	Essential Essential
Knowledge	
<ul style="list-style-type: none"> • Knowledge of HR good practice and employment law • Sound working knowledge of HR computer systems • Understanding of job evaluation • Knowledge of preparing statistics for HR monitoring 	Essential Essential Desirable Desirable
Experience	
<ul style="list-style-type: none"> • Experience of working in an HR Advisory role. • Experience of dealing with complex employee relations issues including sickness absence, capability and redundancy and subsequent documentation • Understanding of business needs of local government or similar public sector organisations • Experience of working in a unionised environment • Experience of preparing cases for Employment Tribunals 	Essential Essential Essential Essential Desirable
Key skills	
<ul style="list-style-type: none"> • Effective verbal and written communication skills • Good organisational skills • Methodical/accurate approach to tasks • Excellent interpersonal and networking skills • Building and maintaining effective relationships • IT skills 	All Essential
Personal qualities and behaviours	
<ul style="list-style-type: none"> • Professional and customer focused approach. • Committed to providing a high quality service. • Emotional resilience to deal with the challenges of the job • Confident working with people at all levels of the organisation and external contacts. • Ability to work to tight deadlines. • Good team player 	All Essential

Other Factors

Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.