

Job Title: Senior HR Advisor	Role Profile Number: P/A
Grade: Q	Date Prepared: September 2020
Directorate/Group: Resources/ HROD	Reporting to: HR Change Partner
Structure Chart attached:	

Job Purpose

Reporting to the HR Change Partner the role will work within HROD to provide a focused, professional HR service to the Operations Directorate. Offering appropriate and pragmatic business focused solutions to enable effective performance management and application of HR change processes, including TUPE transfers, restructures and employee consultation programmes. To be effective responsibility for continuous development and keeping up to date with modern HR best practices and employment law changes are essential.

Key Accountabilities

- Provide guidance and professional up to date advice to managers at all levels, ensuring the latest employment law advice/policy is being applied.
- Work will be identified through the HR Change Partner, with regard to change management processes relating to restructuring, consultation on terms & conditions, redundancy, TUPE and other corporate consultation programmes.
- Project manage the change processes to ensure all HR processes are completed on time and within the legislation. Taking into account issues that are applicable to local government/public sector for example Pensions, pay etc. Ensuring that the relevant HR, Finance and Legal colleagues are kept informed and appropriate documentation has been completed and act as a representative for the HRBP at project and senior meetings as and when required.
- Work with line management and review consultation documents including business rational, for employee change programmes ensuring “implementation ready”, meeting both employment law

legislation and Council policy. Mitigating any risk to the council as appropriate where identified through the process.

- Support line management through the application of the change process for employees including, legal & council policy requirements, consultation, timelines, communications, documentation, engagement, Unions, feedback, redundancy calculations and appropriate selection.
- To provide feedback analysis from employees & unions in good time to HRBP and lead manager to enable informed decisions to be made on the areas for consultation feedback and proposal changes.
- Support line management through the application of the TUPE transfer process for employees including, the legal & policy requirements, payroll & pension requirements, consultation & engagement with both staff and unions requirements – as well as due diligence and documentation production.
- Ensure an analysis of terms and conditions of employment/due diligence information is provided in good time to the HRBP and Lead Manager, to enable informed decisions to be made on the areas for consultation.
- Provide job evaluation and role profile review as required as part of the change process. To undertake job evaluations (Hay and NJC schemes), and attend job evaluation panels and appeals. Advise HRBP of grade and cost implications.
- Provide Ad hoc resourcing activities as required, as well as HR specific interventions to the directorate.
- Monthly review and analyse on HROD metrics and performance reports, as well as contributing to reporting activity, as directed by the HRBP.
- Coach line managers to build capability and promote ownership for managing their people and embedding a leadership framework.
- Contribute to the development and implementation of corporate HR policy and guidance in collaboration with the HR Operations Manager and HROD colleagues and engage with managers to ensure they are compliant with the policy changes that underpin the organisation's culture
- Contribute and be an active player in HROD Project work including the Swindon Programme, Workforce Modernisation and other directorate led project work. This may involve a variety of HR related activities and which will require deadlines to be met.
- Ability to understand from a tactical perspective the way in which behaviour, relationships and

communication impact across the organisation. Also to think creatively about the way in which issues might be addressed, and engaging other areas of the business where appropriate

- Effective case management completion within KPI, including proposed actions and recommendations to Management and HR Business Partners – specifically for complex or high-risk cases.
- To ensure continuous organisational performance improvement and up-to-date policy management and application via partnership- working with L & D Advisors, specifically in relation to Line Manager coaching/training.

Supplementary Accountabilities

- Build strong, credible, professional relationships with managers at all levels, internal colleagues, and with external contacts and partners.
- Negotiate, consult and liaise with local and regional trade union representatives, dealing with group/individual employee issues and contributing to wider, formal consultation exercises.
- Explore innovative ways to resolve conflict at work, including mediation
- Work in collaboration with Transactional HR to achieve consistent and cohesive HR outcomes
- Actioning BC1 authorisation (or equivalent) process and where appropriate escalating to HRBP.
- Undertake random monthly random audit checks on casual and agency workers.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience as HR Advisor/Officer dealing with trade unions; TUPE, Organisational restructures consultation and employee engagement.
- Experience in working within an Operations Environment
- Up-to-date employment law knowledge, practical application on case management and ability to apply and implement process and policy change
- Strong verbal and written communication skills
- Solid understanding and experience in applying employee relations and employment practices in order to manage employee issues.
- Effectively applies performance management to create a strong performance culture.
- An understanding of and experience in the application of insight and using data to implement change and monitor performance

- Evidence of collaboration across a complex organisation
- Project management skills and experience
- Strong diagnostic skills leading to sound judgment and decision making
- To be able to deploy HR process, policy, practice, tools and techniques as required

Qualifications

- CIPD intermediate level
- Degree-qualified or equivalent
- Coaching, mentoring and mediation qualification desirable

Decision Making

- In line HR policy & procedure
- Corporate policy & procedure

Creativity and Innovation

- Providing pragmatic HROD solutions & interventions

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • None <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • None 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Other HR team members including OD and L&D colleagues
- leadership teams within the business
- Unions
- Elected members
- External partners

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	