



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description: L66a

Human Resources Advisor

Main Purpose of the Job

To provide high quality generalist HR advisor support to dedicated service/operational areas covering a full range of HR activity across the Council.

Main Duties

1. To support the Employee Relations Manager in providing a proactive HR Advisory Service that is in line with legislative requirements and best practice across the Council.
2. To provide dedicated service area advice and support to Directors, Assistant Directors, Heads of Service, Team Leaders, Supervisors and Employees in areas such as disciplinary, grievance, capability, ill health, recruitment, redeployment, TUPE transfers, redundancy, dismissal, retirement and restructures.
3. To meet with Heads of Service and attend service areas meetings on a regular basis and proactively gain feedback in order to define improvements to the HR support provided to the overall organisation.
4. To monitor absence and support managers as and when required giving advice and making Occupational Health referrals when appropriate as well as guidance to managers on ill health retirements. For more complex ill health cases, arrange and facilitate agreed outcomes.
5. To assist and support managers in preparation to attend Employment Tribunals on behalf of the Council as required.
6. To work pro-actively with trade unions to ensure that constructive and effective employee relations are maintained. Facilitating and negotiating to ensure satisfactory resolution of employee relations issues
7. To provide support for HR projects as allocated by the Employee Relations Manager and/or the Head of HR.
8. To plan and co-ordinate the job evaluation process for the dedicated service area for both new roles and those under job evolution and ensuring that the process is managed fairly, quickly and effectively.

9. To provide HR management information to gain greater insights into the trends at IBC. To provide information and statistics to HR Senior Management Team as and when required. To use relevant HR systems as directed by the HR Senior Management Team to record data.
10. To assist in the development, delivery and review of in-house training courses on a range of HR topics including capability, absence disciplinary, grievance and recruitment, as well as any future training that the Head of HR identifies in the future.
11. To provide advice and guidance to the CMT and/or SMG during large scale restructures and HR aspects of corporate programmes as required.
12. To act as deputy to the Employee Relations Manager in their absence and report directly to the Head of HR.
13. To work with the other members of the HR team to understand the wider HR context and to help to shape the overall HR function to meet the changing customer demands.
14. To be responsible for Continuous Professional Development (CPD) in own specialist / professional area in order to remain abreast of new developments, local and national issues, case law and relevant legislation and also maintain comprehensive CPD records.
15. Such variations as may be required from time to time without changing the general character of the duties shown or the level of responsibility entailed.



Person Specification
Job Title: HR Advisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<p>Educated to degree level or have a level of knowledge in Operational Human Resources</p> <p>CIPD Level 5</p> <p>Evidence of continuing professional development in order to keep abreast of legal and technical changes</p>		<p>Application Form/Certificate</p> <p>Application Form/Certificates</p> <p>Application form / interview</p>
Relevant experience	<p>Proven experience of providing HR Advice for complex and contentious employee relations issues.</p> <p>Proven experience of working with Occupational Health providers and monitoring absence levels.</p> <p>Evidence of establishing strong working relationships with a range of people both internally and in other organisations.</p> <p>Ability to maintain and review statistics and data to identify trends and patterns</p> <p>Evidence of developing training material across a range of HR topics and delivering where necessary.</p> <p>Demonstrable experience of implementing and producing user friendly procedures, processes and guidance to build resilience across the team and ensure continuity of service.</p>	<p>Proven experience of working pro-actively with trade union representatives, facilitating and negotiation of employee relations issues</p>	<p>Application form / interview</p> <p>Application form /interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>

<p>Specialist knowledge</p>	<p>Awareness of Employment Tribunal process and ability to assist in defending claims.</p> <p>Proven in depth knowledge of employment law.</p>	<p>Previous experience of carrying out Job evaluation.</p> <p>Proven experience of TUPE transfers.</p> <p>Understanding of Equality and Diversity and how this applies in local government.</p>	<p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>
<p>Personal skills</p>	<p>Ability to hold difficult conversations regarding sensitive or contentious issues e.g. staff and customers</p> <p>Excellent problem-solving skills</p> <p>Ability to work autonomously, making day to day decisions and prioritising own workload.</p> <p>Ability to communicate effectively and clearly (oral and written).</p> <p>Ability to work collaboratively building trust and confidence.</p> <p>Ability to work well under pressure and an ability to set realistic personal deadlines</p> <p>Demonstrate a customer focused and responsive approach that improves service delivery.</p> <p>Ability to communicate, negotiate and present effectively with people at all levels both inside and outside the organisation– both oral and written skills required.</p> <p>Knowledge of MS word, excel and outlook at an intermediate level. E.g. to compile emails, reports and spread sheets</p> <p>Proven experience of the ability to suggest, implement and undertake new ways of working.</p>	<p>Proven ability to counsel/mediate</p> <p>Proven ability in managing change</p>	<p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview / test</p> <p>Application form / interview</p> <p>Application form / interview</p>

Special working conditions	Ability to travel and work at different locations as required		Application form / interview
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