HR Advisor

£25,694 – £32,164

Fixed Term Contract

36.5 hours per week

We are looking to appoint an experienced HR Advisor to join our job evaluation service on a
fixed term basis. This is an exciting time to join the wider recruitment team and be part of an
ambitious agenda.

You will be required to provide support and advice on all job evaluation related matters and
to work closely with recruitment colleagues to support delivery of a professional recruitment
service.

You will also need to demonstrate the following competencies:
• Previous experience of Job evaluation schemes specifically NJC Job evaluation.
• Clear understanding of employment legislation impacting on recruitment including an
understanding of Equal pay requirements.
• Experience of dealing with queries relating to pay and grading and responding to
Freedom of Information Requests.
• Ability to work in a fast paced changing environment, dealing with conflicting
demands and managing your own workload.
• Excellent communication skills and ability to work collaboratively with all stakeholders
• CIPD qualified, or studying towards or equivalent

You will ideally have a recruitment or generalist background with a good understanding of
UK employment law and best practice within recruitment.

You will be accountable for coaching managers on best practice and will provide advice and
guidance in relation to development of roles that that embed the council’s values and
support a progressive culture change in order to achieve highest levels of business
performance. If you believe you have all of the above qualities, please apply by submitting
your application using the instructions provided.

For informal enquiries please contact Lisa Mcclenaghan on 0121 464 1501

Ref: R1912016J

Closing date: 09 September 2016

“Right to work in the UK documentation will be fully checked for all applicants. All
non UK and non EU applicants are required to apply for a Certificate of Sponsorship
from Birmingham City Council and must be approved by the UK Border Agency
(UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and
conditions (in line with its s.188 notice) which may have an impact on any contract of
employment that is offered should the candidate be successful”
Economy Directorate

Job Description

Post: HR Adviser

Salary/Grade: GR4

Division: Resources

Section: Human Resources

1. **Job Purpose**

   1.1 To delivery of high quality, consistent and customer focused HR advice, services, processes and projects through working as an integral and effective member of an HR service or project team.

   This is a generic role profile and outlines the level and nature of the accountabilities and tasks. The job holder will be assigned to a particular HR service or project team and there may be specialist requirements which are outlined in supporting information. Jobholders will be deployed in a range of operational and strategic areas of HR, both to support their own development and to meet the changing needs of the organisation and HR Solutions.

2. **Duties and Responsibilities**

To deliver high quality and professional services to all HR customers and to support the delivery of HR projects and change processes.

To provide effective support, technical advice and guidance to employees and managers on all aspects of human resources including dealing with issues that are beyond the remit of People Solutions team, escalating cases as appropriate. Areas of advice include:-

- Employee relations
- HR policy
- Pay and reward
- Performance improvement
- Recruitment and selection.
- Conditions of Employment
- Learning
- HR Strategy and Change Management
- Organisation Development
- Wellbeing and engagement
- Workforce information and analytics

To manage a team of HR support staff providing first line advice to managers and employees and/or the provision of HR related administrative support to an HR project
or service as appropriate. To ensure the appropriate level of service performance in line with agreed targets and SLAs.

Monitoring that accuracy, standard and timescales of the responses to queries and casework delivered by HR Support teams.

To support performance improvement of both HR services and other services areas through the analysis and interpretation of accurate and timely management information and data and the preparation of reports, guidance, procedures and their presentation to managers.

Keep abreast of legislative changes and pro-actively review policies to reflect changes.

Contributing to the development and improvement of HR policies, procedures and processes including the identification of where existing practices require review in accordance with service need, legislation or recognised good practice.

Ensure own and service managers adherence to policies, standards and agreed service processes and to mitigate relevant employment risk to the Council.

Maximise the use of new technology and improvement to processes to gain appropriate efficiencies.

To support the development of service managers’ people management skills and ability through the preparation and delivery of training sessions and other learning opportunities.

With the support of SHRP, proactively identify the root causes of HR issues, develop proposals for HR interventions and methods of measurement of success.

To be responsible for ensuring that management and service delivery are compliant with BCC Equal Opportunities policy and that equality and diversity are a key business focus.

3. **Supervision Received**

3.1 HR Practitioner

   JOB NO:

3.2 **LEVEL OF SUPERVISION**

1. Regularly supervised with work checked by supervisor.

2. **Left to work within established guidelines subject to scrutiny by supervisor.**

3. Plan own work to ensure the meeting of defined objectives

3.1 **Level of Supervision**
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Support Officer</td>
<td>Grade 3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>HR Assistant</td>
<td>Grade 2</td>
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4. **Special Conditions**

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<tr>
<th>Employees</th>
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<tbody>
<tr>
<td>Equality/Diversity</td>
<td>Adhere to and implement the City Council's Policy on Equality of Opportunity and be aware of equality and diversity issues in day-to-day service delivery.</td>
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<tr>
<td>Sustainability</td>
<td>Contribute to the City Council's Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.</td>
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<tr>
<td>Health &amp; Safety</td>
<td>Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.</td>
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- This vacancy is exempt from the Rehabilitation of Offenders Act.

Observance of the **City Council's Equal Opportunities Policy** will be required.
**Economy Directorate**

**Job Description**

**Post:** HR Adviser  
**Salary/Grade:** GR4

**Division:** Resources  
**Section:** Human Resources

Method of Assessment (M.O.A.)  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Values &amp; Behaviours</td>
<td>Able to demonstrate commitment to the Council’s Values and Behaviours</td>
<td>I, T</td>
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<tr>
<td>Valuing Diversity</td>
<td>Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position. Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.</td>
<td>I, T</td>
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</table>
| Experience                     | Generalist or specialist HR knowledge and experience of HR activities or other relevant people management experience or relevant graduate or professional qualification.  
Experience of supporting the delivery of successful projects, service improvement or change initiatives.  
Experience of team or project work and able to provide demonstrable evidence of strategies used to improve performance  
Experience of persuasion and influencing skills at employees and managers level. | AF, I  |
<p>| Competencies                   | Definition for this role                                                 |        |</p>
<table>
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<tr>
<th>Relationship Building</th>
<th>Successfully builds and maintains effective relationships with managers, trade unions and/or teams demonstrating effective interpersonal and relationship management skills.</th>
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<tr>
<td>Influencing and Persuasion</td>
<td>Successfully persuades and influences individuals and groups on issues of complexity and sensitivity. Effectively presents information and listens well.</td>
<td>I, T</td>
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<tr>
<td>Leadership and management</td>
<td>Considers issues, opportunities and implications of actions to achieve organisational/project goals. Understands issues of motivation, engagement and the implementation of continuous improvement. Able to provide supervision to team members including the allocation and monitoring of work load, providing support, guidance and development as necessary. Enables effective management of risk</td>
<td>I, T</td>
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<tr>
<td>Project and Self Management</td>
<td>Focuses on results, taking personal responsibility for delivering on performance objectives and delivers a high quality services. Promotes change, considering options and taking forward new initiatives. Delivers against personal and organisational objectives, demonstrating motivation and conscientiousness. Able to demonstrate an understanding and active support of the proposed changes to the HR Service and a willingness to work flexibly in line with the new model.</td>
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<tr>
<td>Written and communication skills</td>
<td>Ability to communicate effectively verbally and in writing across a range of contexts including the ability to present concise and accurate information to a wide and varied audiences, adapting style and content to needs of the audience and checking understanding. Ability to understand and interpret complex written reports, policy documents, trends and statistics, including the ability to critically evaluate information and plan accordingly.</td>
<td>AF, I, T</td>
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<td>Training</td>
<td>Able to demonstrate commitment to ongoing continuous professional development including part CIPD qualified and willingness to gain Membership or equivalent professional status if not already qualified.</td>
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<td>Other</td>
<td>Able to demonstrate high level of word processing skills, spreadsheet skills and a good standard of general IT literacy and learn to use new IT packages</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.