



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Senior HR Advisor		
<b>GRADE:</b>	G9	<b>SERVICE AREA:</b>	Human Resources
<b>JOB CODE:</b>	X654		
<b>REPORTS TO:</b>	HR Operations Manager	<b>LOCATION:</b>	Civic Centre, Walsall
<b>SPECIAL CONDITIONS:</b>	<p>The working hours are 37 hours per week, 5 days per week (Monday to Friday). Reasonable requests for overtime and evening working, including weekends may be required.</p> <p>The nature of this post is such that there may be a requirement to visit other locations in the course of their duties and therefore a car mileage allowance will be applicable.</p> <p>Walsall Council is committed to supporting applications for flexible working from individual staff members. This might include job sharing opportunities and flexible start and finish times. Applications for part time working will be considered based on the department's ability to deliver efficient customer service and coverage of key roles within business hours. Applications will be considered on a case by case basis.</p>		

**1. Main purpose of the job role:**

- As a member of a team providing operational HR advice to the Council, to provide specialist guidance and support to all levels of management on the implementation of HR policies and procedures, employment law, interpretation of national and local conditions of service and good HR practice within a complex and unionised environment.
- To contribute to the development and improvement of the operational HR advice and support service to the Council.

**2. Role specific duties and accountabilities:**

Provide specialist advice, guidance and support to all levels of management in relation to the application of HR policies and procedure, employment law, national and local conditions of service and good HR practice on a range of issues including disciplinary matters, grievances, attendance, performance management, redundancy, TUPE transfers and change management. Such support includes direct involvement with employees and attendance at formal hearings as required.

Contribute to the development and delivery of plans, procedures and strategies to improve the delivery of the HR service and wider Council services.

Support the production of regular or ad hoc reports or information as required.

Jointly develop systems or processes to support information needs and requests.

Representation of HR and the Council in internal and external forums, including Elected Council committees, Employment tribunals, etc.

Proactively ensure that high levels of customer service are maintained and that services/outcomes are delivered in a timely, cost effective and value for money way, working collaboratively with HR, Council and other external colleagues as and when appropriate.

Contribute to the training and awareness of managers on HR policies and procedures as appropriate

Ensure that Health and Safety and Equality, Diversity and Inclusion legislation and governance requirements are adhered to at all times

Delivery of all services in accordance with the council's core values:

- Exceed expectations of our customers
- Collaborate effectively
- Achieve value for money

Post holders may be required to move between HR services to meet service delivery requirements and will be required to work flexibly within a matrix of functional and project based teams

To undertake other duties within the post holder's competence or otherwise appropriate to the grade of the post.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE SENIOR HR ADVISOR	GRADE G9	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<u><b>Behaviours:</b></u>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Demonstrate an in depth understanding of the range and application of HR policies and procedures to support organisational and HR corporate and local objectives.	A/I	3
Demonstrate the ability to effectively co-ordinate and develop a high performing team adhering to service and delivery standards whilst achieving targets and outcomes.	A/I	3
Demonstrate an in depth commitment to Equal Opportunities & Health & Safety.	A/I	3
Demonstrate the ability to deliver effective communication / presentations with all levels of staff.	A/I	3
Demonstrate the ability to write clear, concise committee and other reports.	A	2
Demonstrate an ability to operate as a member of the wider HR service and contribute to the delivery of all key outcomes for HR.	A/I	3
Demonstrate the ability to lead and actively participate in the development of the Council's people development strategies and appropriate people development opportunities to support the achievement of the strategic and organisational objectives of the Council and the HR function.	A/I	2
Ability to horizon scan to ensure HR products and services reflect best practice and are innovative and aligned to corporate priorities.	A/I	3

Proven ability to identify and develop appropriate monitoring and review mechanisms to ensure the provision of value for money and the reflection of customer requirements.	A/I	2
Demonstrate a commitment to personal development and updating of technical and professional knowledge.	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Substantial experience of Human Resources Employee Relations within a complex environment	A/I	3
Demonstrate a thorough understanding of Employment Law (national and European)	A/I	3
Demonstrate a working knowledge of the key challenges currently facing Human Resources.	A/I	3
Demonstrate an in depth knowledge of operational difficulties associated with Human Resources.	A/I	3
Demonstrate experience in influencing and coaching managers, employees and HR colleagues at all levels to promote, drive and embed a collaborative, high performance and customer focused culture.	A/I	3
Demonstrate experience in working within a unionised environment.	A/I	3
Evidence of continuous professional development (where applicable)	A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
A relevant degree and / or CIPD qualification or substantial generalist/Employee Relations experience within a complex environment	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>		<b>Date:</b>