

# Job specification

<b>Job title:</b>	<b>HR Advisor – Job Evaluation and Establishment Management</b>
<b>Service:</b>	<b>HR &amp; OD Services</b>
<b>Grade:</b>	<b>G6</b>
<b>Reporting to:</b>	<b>Assistant Business Partner – Job Evaluation and Establishment Management</b>

## Your job

As an HR Advisor in the HR Systems team you will provide support to managers and staff in the use of the integrated HR and Payroll system (iTrent) and other systems. You will be responsible for providing a job evaluation service and support the effective management of the establishment within iTrent.

You will be required to support the Assistant Business Partner – MI during the period of submission of large scale statutory returns and liaise with the Resourcing work stream to support the recruitment approval process.

## In this job you will

Within the first 12 – 18 months you will:-

- Support the Assistant Business Partner with the preparation and delivery of the senior management JE and pay review;
- Support the effective introduction of the establishment management of joint posts using the locality workforce model;
- Identify opportunities to streamline existing processes and enhance the service we provide;
- Within 18 months, support the review of the school job families;

On an on-going basis you will:-

- Carry out the requests for changes to establishment (both internally and with partners) in relation to position builds, restructures, working patterns, etc;
- Work with managers to effectively undertake job evaluation of roles;
- Make a positive contribution to any projects assigned to by the Business Manager;
- Support the Assistant Business Partner – MI during the period of submission of large scale statutory returns;
- Support the delivery of the organisations Pay Policy Statement on an annual basis;
- Support the delivery of the Gender Pay Gap reporting on an annual basis;
- Undertake regular data cleansing exercises to ensure posts are removed from the system;
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules;

## In this job you will need

You must be able to demonstrate the following essential requirements:

- Good understanding of the use of technologies to improve service delivery as well as a good level IT skills and experience of using excel, databases and reporting tools;
- The ability to work effectively in a busy environment with a high degree of accuracy and a methodical approach;
- The ability to undertake research and prepare data at an appropriate level;
- The ability to ask questions and challenge managers / colleagues in relation to JE information;
- The ability to analyse information, break down problems and provide innovative solutions using data and best practice;
- Experience of working with personal, sensitive and confidential information and an understanding of the requirements of the Data Protection Act and General Data Protection Regulations;
- Experience of working across teams and supporting colleagues in related teams to provide seamless customer service;
- The ability to display a positive attitude, proactively seeking to improve relationships with colleagues, customers and partners;

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough