

HR Advisor

Role Profile



TRAFFORD
COUNCIL

Service: Workforce Strategy/HR Operations Human Resources

Grade: Band 7

Reporting to: Strategic HR Lead/HR Business Partner

Responsible for: Allocated HR staff

We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

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

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

Roles will be allocated into Workforce Strategy or HR Operations and work flexibly across the service to meet priorities.

Your Main Priorities

- To provide a professional, responsive and legally compliant advisory/consultancy service on a diverse range of human resource/organisational development issues for a wide range of customers.
- Support the delivery of a People Strategy that reflects our vision, values and behaviours including supporting the development of HR & OD policies and strategies that are complementary to the overarching Vision, Values and priorities for Trafford.

Key duties

- To assist in the delivery and continuous improvement of the HR service to ensure it is responsive, solution focused, legally compliant and people centred.
- To respond to and provide robust employee relations advice on all areas of HR including contracts of employment, attendance, performance, grievance, disciplinary, policies and procedures, ensuring a business focussed, risk managed outcome.
- To support HR colleagues in the progression and administration of complex casework and organisational change programmes.

Workforce Strategy

- Support the delivery of a range of People Strategy activities:
 - ✓ Manage aspects of the occupational health contract and support design and delivery of health & well-being interventions;
 - ✓ Support employment initiatives and the delivery of pre-employment opportunities including apprenticeships, work experience placements and internships.
 - ✓ Support the delivery of an equal pay compliant pay and reward strategy including undertaking job evaluation and supporting development & maintenance of reward schemes ensuring value for money and best practice.
 - ✓ To support the launch, implementation and embedding of new / revised policy and procedure, including the development and delivery of training programmes and drafting of supporting documents.
 - ✓ Support with the interpretation and presentation of workforce intelligence.

HR Operations

- To undertake identified pieces of casework and ensure that employment matters are handled appropriately, quickly and efficiently including identification of any employment matters with potential or actual risk.
- To work in partnership with services to provide training, coaching and solutions and prepare and deliver training session/briefings to managers/customers as required.
- To develop and maintain excellent and effective working relationships to ensure positive employee relations with internal and external customers, services, directorates, Members, and stakeholders.

HR Service

- To develop and maintain excellent and effective working relationships with Trade Unions, Professional Associations and other staff representatives, and to attend consultation meetings as appropriate.
- To liaise and develop effective communication and relationships with GMSS the HR Shared Service, to effect contractual changes, leavers, act-up/honoraria etc to deliver a seamless HR service to customers.
- To keep up to date with developments in employment legislation and HR best practice, sharing knowledge within the team to ensure continuous development and improvement in the service offered.
- To work flexibly across the HR service working closely with HR colleagues to support the delivery of successful transformational and service change objectives.
- To engage, add value and positively represent the Council and the People Directorate at internal and external meetings,

conferences, events, collaborative working groups/projects, both within the Council and/or working with other public sector partners, undertaking necessary actions as directed.

- To undertake research and project work on human resource / organisational development issues including preparing and presenting reports; analysing and presenting statistical information and developing strategies to act on the information, as appropriate.
- To develop, monitor and maintain up-to-date employment records and systems to ensure excellence in practice, and compliance with GDPR requirements.
- To work flexibly across the People Directorate as required to ensure effective service delivery.
- To maintain a thorough knowledge of and a strong commitment to the Council's equal opportunities policy. Ensure that all advice/guidance is within the framework of the policy.
- To take responsibility for own learning and development and keep up to date on all employment related legislation and organisational development best practice.
- To carry out any such duties as reasonably correspond to the post and are commensurate with the level of responsibility.

You Have

- Intermediate (level 5) qualification in Human Resource Management or equivalent
- Measurable commitment to your own professional development
- Recent, relevant experience of providing advice and support to senior managers on HR policies, procedures and employee relations matters.
- Experience of engaging with trade unions/professional association and/or staff representatives on employee relations matters.
- Recent, relevant experience of developing and delivering flexible, practical solutions to meet service needs, preferably within a unionised environment.

Your strengths

- Effective presentation, communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience
- High level of written communication skills
- Solution focussed
- Collaborative working style
- Influence and negotiating skills
- Ability to build relationships and develop trust and credibility
- Responsive and customer focused
- Coaching skills to empower managers
- Research & analytical skills and attention to detail
- Flexible approach to work and ability to manage

<ul style="list-style-type: none"> • Experience of working collaboratively with colleagues, clients, stakeholders, customers, teams and individuals both within and outside of the organisation. • Experience of supporting organisational change and/or organisational development projects. • A working knowledge and understanding of the local government sector and of staff terms and conditions of employment • Able to confidently multi-task over a wider range of competing issues, delivering high quality outcomes in a demanding environment • Able to research, analyse and interpret key data and formulate ideas and proposals. • An understanding of service level agreements and the responsibilities of services to clients • Sound knowledge of employment law and HR best practice • An understanding of equality and diversity issues in relation to the workplace and to service delivery. 	<p>conflicting priorities.</p> <ul style="list-style-type: none"> • Resilient, curious & relentless • Self-motivated and able to achieve deadlines
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In the event of a large number of applications received, the following additional criteria will be used to short-list candidates

- Intermediate (level 5) qualification in Human Resource Management or equivalent qualification.
- Demonstrable evidence of undertaking a wide range of employment relations casework and/or subject matter specialism activities in relation to Pay and Reward, HR Policy, Health & Wellbeing and/or HR Analytics.

Date prepared/revised: April 2019

Prepared/revised by:

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.