



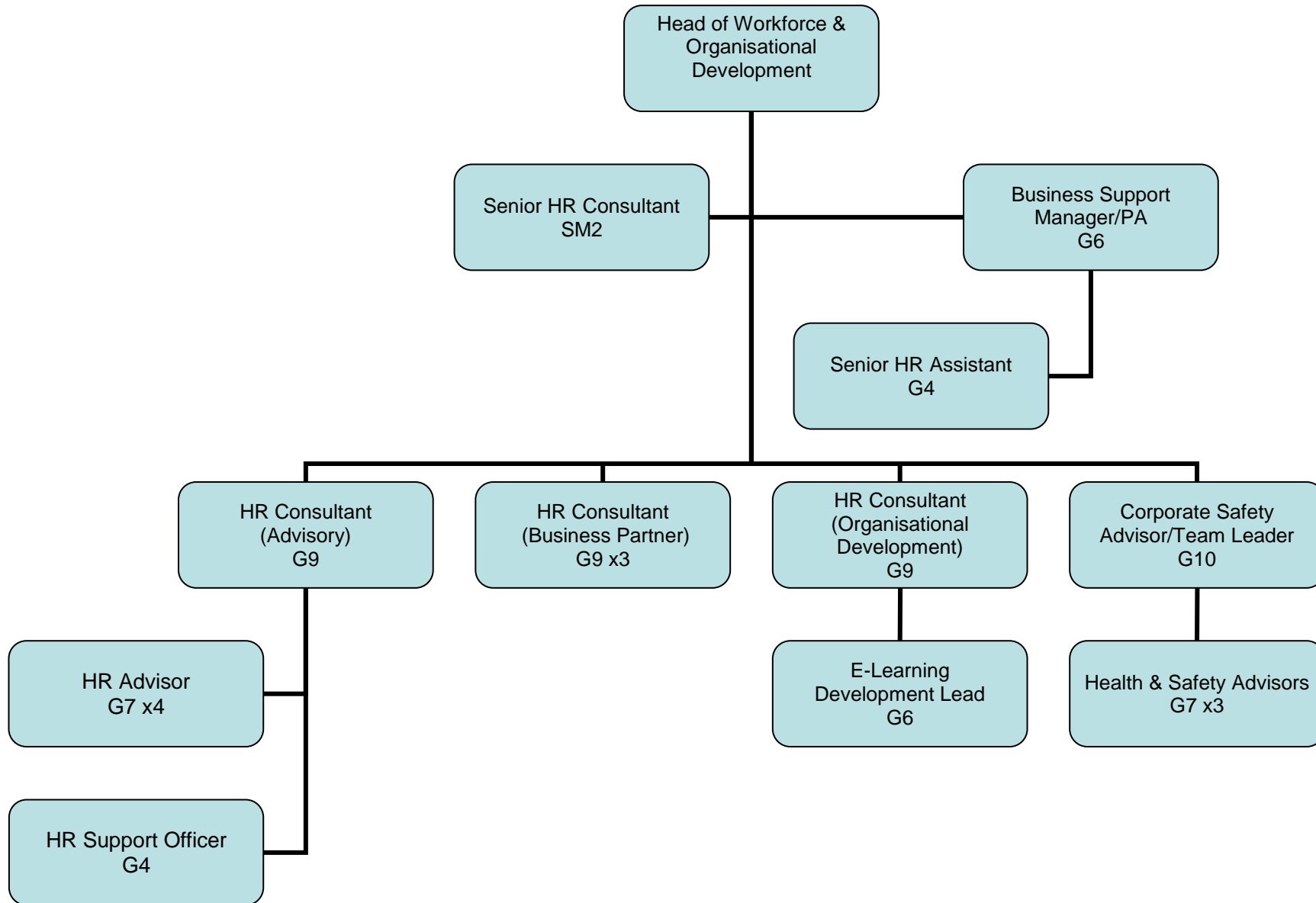
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Resources
SERVICE:	Workforce & Organisational Development
SECTION:	Human Resources
LOCATION:	Floor 2, Number One Riverside, Smith Street, Rochdale
JOB TITLE:	HR Advisor
Grade:	Grade 7
Accountable to:	HR Consultant (Advisory)
Accountable for:	To be determined in light of specific work allocated
Hours of Duty:	37.00 hours
Any Special Conditions of Service	The Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The HR Advisor will provide the full range of support within the professional area assigned at either Service or organisational level. The postholder will be required to provide HR advice to managers, contribute to project work, undertake advisory casework, support the management of operational HR teams and provide creative HR business solutions.

Control of Resources

Personnel

To be determined in light of specific work allocated

Financial

To be determined in light of specific work allocated

Equipment/Materials

All equipment and materials used by the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Council's policies relating to the promotion of equality and diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

To be determined in light of specific work allocated

External:

To be determined in light of specific work allocated

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Borough Council's Equality and Diversity Policy.

- (ii) Ensure that Rochdale Borough Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

Generic Duties

1. As directed to contribute to the full range of HR services including:
 - a. the development of policies, procedures and practices to facilitate the provision of an effective HR service to the Council
 - b. providing expert HR advice to managers of the Council relating to employee relations, rewards and resourcing matters
 - c. support the development of corporate HR projects and priorities, particularly regarding employee relations, rewards and resourcing matters
 - d. support the effective delivery of the operational HR Service
2. To assist with interpreting employment legislation and HR initiatives from a corporate and Service level perspective both in terms of strategy and practice.
3. To provide advice and guidance to managers on the provisions of Employment Acts and the associated duties which arise for public sector bodies.
4. To provide advice and support on all HR procedures and undertake associate casework, this will include advising senior managers at Hearings and Appeals.
5. To provide support in maintaining effective industrial and employee relations processes within the Council.
6. To prepare and present; management information, reports, briefings and other communications.
7. To contribute to the effective performance and development of self, team and Service to achieve measurable outcomes.

8. To support effective working relationships with other Human Resource colleagues, Trade Unions, other employees, key stakeholders and partners.
9. To work flexibly across the different areas within the Human Resource Service to meet targets and priorities.
10. Work collaboratively to support Services to achieve business priorities/objectives.
11. To deal with more routine employee related issues and provide advice to managers on employee related matters.
12. To deal with customer needs to a high standard and ensure that HR procedure and practice meets the needs of Services to add value to the business.

These are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of the responsibilities that may occur as these can vary according to the needs of the service, particularly in relation to HR priorities and projects. All staff will be expected to carry out other reasonable duties which may be required.

In addition to the above generic duties the following specific duties will also be undertaken.

Specific

1. To provide expert advice, coaching and support to managers on the following employee relations procedures;
 - * Conduct & Capability
 - * Grievances & Complaints
 - * Managing Attendance
 - * Outsourcing/Insourcing.
2. To provide expert advice, coaching and support to managers on the following employee rewards procedures;
 - * Job Evaluation
 - * Pay Data
 - * Allowances & Benefits
3. To provide expert advice, coaching and support to managers on the following employee resourcing procedures;
 - * Recruitment and Selection, including complaints
 - * Redundancy, redeployment, and retirement, including the provision of information to employees
 - * Executive Recruitment
4. To provide and assist with the management of an operational HR service including;
 - * Proper safeguarding procedures and processes in order to meet statutory obligations and the standards for regulatory inspections

* Proper development and maintenance of the Council's HR IT systems in order to ensure that timely, accurate and auditable management information is available

* Proper processing of all appointments, contractual changes and terminations including liaison with colleagues in payroll.

5. To assist with the development of Service Level Agreements in relation to Job Evaluation and Occupational Health and ensuring effective contract monitoring and review arrangements are in place, including day to day client relationships.

Secondary Duties

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Resources	Post:	HR Advisor
Section :	Workforce & OD	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Are you CIPD qualified?	E	AF and production of certificate at interview
Qualifications and Experience		
1 Experience of advising line managers on HR issues relevant to the HR environment	E	AF, I, A
2 Knowledge of National and Local Conditions of Service in relation to Local Government staff	E	AF and I
3 Experience of interpreting and advising on conditions of service in a unionised environment	E	AF and I
4 Experience of the development of policies and procedures relevant to the HR environment	E	AF and I
5 Experience of advising line managers on HR issues	E	AF, I, A
6 Experience of working with a wide spectrum of individuals dealing with a variety of queries and problems	E	AF and I
(c) Skills and Knowledge		
1 Thorough understanding of employment law and equalities legislation	E	AF, I, A
2 Awareness of the issues impacting on local government employment	E	AF and I
3 Knowledge of employment legislation and ability to demonstrate understanding of the implications	E	AF, I, A
4 Ability to: <ul style="list-style-type: none"> • Prepare and present written documentation • Communicate effectively with people at all levels • Demonstrate organisational skills • Demonstrate negotiation and analytical skills 	E	AF, I, A
5 Excellent IT skills and the ability to prepare complex reports and documents and to summarise key concepts	E	AF, I, A
6 Ability to: <ul style="list-style-type: none"> • Support and motivate staff • Contribute to and work within a team environment • Demonstrate a flexible approach to the demands of the section 	E	AF and I

	<ul style="list-style-type: none"> • Handle sensitive situations in a diplomatic and tactful manner • Exercise judgement i.e. when to seek advice 		
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF and I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF