

Job description

Job title: HR Advisor

Grade: Grade 9/10

Job evaluation reference: HR042/HR041

Job family: Human Resources

Purpose and impact

To working alongside managers across the business and external customers to provide professional outcome focussed HR advice and support, enabling appropriate and pragmatic business centred solutions

To promote the effective management of people issues and a culture of management self-service, driving improvement in organisational performance

Key responsibilities

1. Use management information to provide analysis and insight to enable informed decisions on people management matters
2. Provide specialist and practical advice on people management issues, ensuring Dorset Council/customers are employment law compliant and enabling managers to address root cause issues impacting on people and organisational performance
3. Coach and develop managers in people management matters as appropriate ensuring that they are able to make decisions based on options and risks
4. Provide support to the HR operational delivery aspects of restructuring, organisational reorganisation and service re-design (external customers only)
5. Provide a comprehensive telephone/email advice service for customers across the full range of Advisory functions
6. Work together with and commission colleagues in the HR and OD Services to deliver bespoke targeted solutions to workplace issues and to achieve consistent and cohesive HR outcomes
7. Contribute to the ongoing development of HR policies, procedures and guidance with the relevant Policy Lead
8. Lead, advise on and/or participate in consultations and negotiations with recognised Trade Unions and professional associations as appropriate to the role
9. Advise managers in the development of role profiles and preparation for job evaluation; participating in and/or chairing JE panels
10. Liaise, collaborate and consult with other councils, organisations and agencies as required
11. Provide training to managers/customers and other HR and OD Service colleagues as appropriate
12. Undertake continuing professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills
13. Creatively review the ways we work with our customers in order to continually improve and identifying effective ways of working
14. Lead and support on work specific projects as required



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
Required by law or essential to the performance of the role or both	
1. CIPD level 3 qualification or be working towards CIPD Level 5 or equivalent and/or relevant experience	Application form
2. At level 2, CIPD level 5 qualification or be working towards MCIPD or equivalent and/or relevant experience	Application form
Experience	
3. Relevant experience, ideally in the sector	Application form
4. Advising and supporting managers in people management practice	Application form
5. Evidence of collaboration across teams	Application form
6. Successful deployment of HR process, policy, practice, tools and techniques to achieve positive people outcomes	Application form
7. <i>At level 2, More significant relevant experience of handling employee relations matters</i>	Application form
Knowledge	
8. Knowledge of employment law	Application form Interview Assessment
9. Knowledge of people management policies and practice	Application form Interview Assessment
Skills & abilities	
10. Strong diagnostic skills leading to sound judgement and decision making	Interview Assessment
11. Coaching and mentoring skills	Interview Assessment
12. Ability to take the initiative and work with conflicting priorities, with minimal direction	Interview Assessment
13. Ability to prepare and present information in written and verbal form	Interview Assessment
14. Effective influencing skills, demonstrating tact and diplomacy as the situation dictates	Interview Assessment
15. <i>At level 2, knowledge across the full breadth of the area of work</i>	Interview Assessment
16. <i>At level 2, ability to work autonomously and respond to customer needs without the need to seek advice or support</i>	Interview Assessment
Our values	
17. Respect	Interview Assessment



18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
22. Chartered MCIPD or equivalent qualification	Application form

Approval

Manager's job title: HR Service Manager
Date: March 2023

