 ****

**RECRUITMENT PACK**

**HR ADVISOR**

**Up to 37 hours per week**

**Grade PO1**

**Salary: £37,035 - £39,513 per annum (pro rata if less than 37 hours)**

**Temporary to cover Maternity Leave**

## **REcruitment pack contents**

Page numbers

Advert 3

Job description 5

Person specification 9

Principal Terms and Conditions 11

Recruitment Information 12

## **Advert**

Are you looking for an opportunity to use your HR Advisory experience within a well-regarded HR/OD Team in an award winning and top performing Local Authority?

Do you have the ability and experience to manage a varied and broad caseload and enjoy providing professional support, advice and guidance to managers and external customers?

We are looking to appoint a temporary HR Advisor to cover Maternity Leave (up to 37 hours per week) from April 2025. Can you hit the ground running? This could be the opportunity for you!

We are passionate about driving forward the HR/OD Service to enable the delivery of high quality Council services in addition to providing commercially focused HR/OD services to external customers including Schools.

Priority work areas include providing advice on policies and procedures to managers and school leaders to ensure that they operate effective people management practices; as well as supporting the HR/OD service in delivering on its commercial and organisational priorities. You must be experienced, resilient and passionate about HR, demonstrating the values and ethos of the organisation in everything that you do, motivating yourself and the team to focus on providing a high standard of service. You must have the ability to calmly manage a varied and complex workload in a fast paced environment, and be able to champion the equality and diversity agenda. Experience or knowledge of undertaking HR work for schools would be beneficial along with working in a Local Government setting but it is not essential.

The team has excellent relationships with the Senior Management Team, Service Delivery Managers and external customers. Your ability to communicate with and establish your credibility with these stakeholders is crucial.

In return, you will receive support with your continued professional development, flexible working, hybrid working (working from home combined with time in the office), corporate benefits, free parking and a competitive pension scheme.

To see more about what it’s like to work with us and our employee benefits package, please see the link below:

<https://www.telford.gov.uk/info/21840/working_here>

We are committed to equality and diversity and welcome applications from people from all backgrounds. We particularly welcome applications from male candidates and those from diverse ethnic groups or backgrounds, who are currently under-represented within our team.

If you are interested and would like to learn more about this opportunity, HR Business Partner Rebecca Hulsmeier (01952 380402) or Maria Bowen, HR Business Partner on (01952 381603) are available for an informal discussion.

Secondment arrangements to this role would also be considered.

**To Apply**

Applicants should review the supporting documentation and upload your CV via the WM Jobs Portal indicating the position you are applying for. The closing date for applications is **Friday 17 January 2025.**

Please note that this vacancy may close prior to the advertised closing date if a sufficient number of applications have been received. Please ensure that you make your application as soon as possible.

**Interviews will take place on Thursday 13 February 2025.**

**JOB DESCRIPTION**

**Job Title: HR/OD Advisor**

**Grade – PO1 £37,035 - £39,513 per annum (pro rata if part time)**

|  |
| --- |
| **Job Purpose** |
| Provide support, advice and guidance to internal and external customers on people management best practice, change, policies and procedures and be actively involved in the development and review of Human Resources Policy and Procedures as well as OD Projects. |
| **Major Tasks** |
| * Advise internal and external customers on people management best practice, policies and procedures and ensure that they operate effective people management practices. * Prepare and deliver HR training sessions to internal and external customers * Champion the Authorities commitment to Equality and Diversity in all we do, and advise external customers on best practise where required. * Act as a facilitator for discussions aimed at resolving informal grievances * Participate in internal hearings, appeals and employment tribunals as required * Negotiate with Trades Unions representatives on individual case matters * Participate in a ‘Duty HR Advisor’ rota * Undertake commercial work for external customers as required such as HR investigations. * Contribute to the review and implementation of new Human Resources policies, procedures and guidance, being responsible for leading on specific areas of HR best practice. * Lead on and participate in Human Resources/OD projects and working groups, including delivering change management activities and working with Business Partners to deliver restructuring activities * Support colleagues across the Human Resources Team in coaching managers through people management processes and the introduction of a new culture for people management, where managers will be enabled and supported to fully embrace their people management role * To coach and mentor HR team colleagues to assist in their development and to ensure consistency of advice is provided to our customers. * Maintain an up to date knowledge of employment legislation and case law and national changes to terms and conditions that affect the organisation or its external customers. |
| **Contacts & Relationships** |
| * Regular contact with the HR Business Partners, Principal HR Advisor, and our Organisational Devleopment team, supporting them on specific pieces of work/projects. * Regular contact with managers at all levels within the organisation, Directors and Senior Leaders in Schools and School Governors, providing professional advice on a range of people management issues. * Members of the HR/OD Service and internal colleagues in other service areas on a regular basis, either in relation to working together on specific pieces of work or in supporting and advising them as required. * Trade Unions to negotiate/manage specific people issues. * Employees from across the organisation in terms ensuring that they are treated fairly and in line with the organisation’s people management policies and procedures |
| **Creativity** |
| * Will identify solutions to issues within broad instructions and policy, however, there will be occasions where, particularly with external customers, they will be required to identify options to resolve problems which may be commercially driven, ensuring these are in line with legislation. * Be responsible for providing advice to managers both internally and externally on reports to be presented to Senior Managers/ Directors and on occasion supporting the manager with the presentation of this report, for example at disciplinary hearings. * May also be required to produce reports related to specific projects they are working on and make recommendations for consideration by more senior colleagues/managers. |
| **Decisions** |
| * Daily decisions made without recourse to their line manager on the management of the post holders own workload. * Exercises judgement on a regular basis regarding interpretation and adherence to policy or procedure, this may be for the purpose of the post holder, in advising internal and external customers and other members of the team. They will provide professional advice on difficult and important decisions that affect others. * The post holder will also be responsible for making recommendations on changes to major procedures affecting others and contributing significantly to changes to HR Policies |
| **Management & Supervision** |
| There is no direct line management responsibility however Advisors will be expected to provide coaching and mentoring to HR/OD team members as required and also when leading on projects. |
| **Supervision Received** |
| * The post holder will report directly to a HR Business Partner and will operate in a matrix management arrangement with the HR Business Partner (Schools, Education & Skills). Where they are involved in specific project work then they would report to the Project Lead. * Will work closely with the Principal HR Advisor * The post requires the post holder to manage their own workload at an advanced level referring problems to the relevant Business Partner for advice and guidance as required. * Decisions which have a materially significant implication or risk will be communicated to the relevant HR Business Partner for a decision at a more senior level. |
| **Complexity** |
| The post holder is expected to understand problems and identify a range of creative and commercial solutions, using their professional expertise and knowledge. This involves balancing a number of considerations at any one time and a range of conflicting demands |
| **Resources** |
| * Provides professional HR advice to line managers, Service Delivery Managers, School Leaders, Governors and employees * Processes sensitive personal information * Provides supports for OD Projects |
| **Impact** |
| * Advises services and schools on managing employees effectively, undertaking appropriate HR casework and resolving individual employee relations issues in order that services can be delivered effectively. * Keep HR Business Partner informed of progress on complex cases, seeking advice/guidance where necessary to enable the process of employee relations. * Contributes to HR policy development bringing experience of casework to ensure HR policies are workable in practice. * Contributes to or manages HR/OD projects to reduce risks and to ensure they are practical in the workplace. * Provides services to external customers to earn necessary income |
| **Physical Demands** |
| The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this, however, this would not be a typical or significant part of the job. |
| **Working Environment** |
| * In the main this post holder works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits. * Attending home visits for long-term sick employees with the relevant manager. * The job holder works in an industrial relations environment where there is the potential for conflict which needs to be managed appropriately. |
| **Emotional Context** |
| Emotional resilience is required as the job holder will advise on sensitive issues. Examples include:   * Managing ill health cases/death in service. This includes liaising with terminally ill employees to assist with employment and pension options and also liaising with bereaved family members and matters relating to maternity. * Advising on disciplinary cases which include sight of/listening to disturbing information involving sensitive safeguarding issues for example in position of trust meetings, investigatory interviews, sensitive questioning of employees, having to assist managers to write reports and to refer on to relevant professional bodies and the DBS, as necessary. * Supporting employees who report potential bullying issues * Supporting employees who have been issued with notice of compulsory redundancies. * Advising managers and employees handling severe mental health issues, working with third party organisations in order to provide support * Occasionally dealing with employees who are angry or distressed as a result of HR processes i.e. disciplinary, grievance etc. |
| **Other** |
| * Carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. * Actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. * Maintain an awareness and observation of Fire and Health & Safety Regulations. * Maintain up to date knowledge of HR practices and employment law through CPD. |

**HR Advisor**

Person Specification

|  |  |
| --- | --- |
| **Criteria** | **Standard** |
| **Qualifications** | Level (RQF Level 6) qualification such as an Honours degree and HR qualification to CIPD Associate Level (Level 5), including employment legislation or other management qualification at this level with significant elements of people management |
| **Experience** | * Demonstrable experience of providing professional people management advice to a range of stakeholders or undertaking the role of people management as a line manager * Demonstrable experience of striving for continuous improvement through efficient and effective use of resources * Demonstrable experience of managing or advising on organisational change * Demonstrable experience of providing commercial and creative solutions to problems to customers * Experience of working with/negotiating with Trade Unions |
| **Knowledge** | * Knowledge of employment legislation, people management policy and practice. * A knowledge of the local government context and its opportunities and challenges * An understanding of how to combine development and legislative solutions to resolve issues |
| **Skills** | * Ability to build and maintain strong working relationships across an organisation and with external customers * Ability to communicate effectively in a clear and compelling way to different audiences either as individuals or in a group. * Ability to consult, influence and negotiate at all levels. * Project management skills * Ability to develop and deliver training on people management related topics * Report writing and oral presentation skills |
| **Personal style & behaviours** | As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.   * Demonstrate a commitment to personal development in self and others * Demonstrate personal organisation and time management skills * Demonstrate commitment to working as a member of a team across the spectrum of Human Resources * Promote diversity at all levels in the organisation through policy development and practical implementation |
| **Other requirements** | The post holder will form part of a team which will be providing phone advice on the HR Helpdesk during office hours, on a rota basis as agreed with their line manager. |
| **Fluency Duty** | This post has been identified as not being a customer facing role and therefore is not subject to Fluency Duty requirements. |

…………………………………………………………………………………………………

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

…………………………………………………………………………………………………

|  |
| --- |
| **Type of criminal records checks required for this post** |
| None |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

**HR ADVISOR TERMS AND CONDITIONS**

Annual salary: Grade PO1

Terms and conditions: NJC Green Book

Normal location: Darby House, Telford but the jobholder may be required to work at any location within the Borough’s boundaries or surrounding area .

We work a hybrid working pattern and the current requirement is for a minmum of 1 day working in the office, however you may be required to attend meetings face to face during the working week in addition.

Travel: Mileage can be claimed at Casual Car User Rates

Pension: Membership of the Local Government Pension Scheme is available.

Notice period: Two months

Annual leave: Basic full time annual entitlement (pro rata for up to 37 hours) is:

33 days (up to 5 years aggregated local government service)

38 days (5–10 years aggregated local government service)

41 days (10 years + aggregated local government service)

Includes allowance for 9 Statutory/extra statutory days per year.

A ‘personal leave year’ operates based on Local Government continuous service start date.

Performance Appraisal: The performance of the HR Advisor is subject to regular assessment and will undergo an annual performance review led by the HR Business Partner.

Availability: Availability is mainly during the working week. You may also be required to work additional hours as the exigencies of the job require.

Policies: We expect employees to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct.

## **RECRUITMENT INFORMATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants should upload a CV via the WM Jobs Portal. It is absolutely essential that evidence or examples of how the appointment criteria in the Person Specification are met are given in a separate supporting statement.

Please note that canvassing of officers or members in relation to this appointment will automatically disqualify any application from consideration.

**The closing date for applications is Friday 17 January 2025.**

We will be unable to accept any CV’s received after this deadline. Please note that this vacancy may close prior to the advertised closing date if a sufficient number of applications have been received. Please ensure that you make your application as soon as possible.

Key dates are set out below:

|  |  |
| --- | --- |
| **Event** | **Date** |
| Applications by CV back by | 17 January 2025 |
| Interview | 13 February 2025 |

Assessment activities

Short listed candidates will take part in a panel interview and skills test.

Key contacts/informal discussions

Ruth Gwilt, Principal HR Advisor on [Ruth.Gwilt@telford.gov.uk](mailto:Ruth.Gwilt@telford.gov.uk) or Jo Clemson-Harding, Principal HR Advisor on [Jo.Clemson-Harding@telford.gov.uk](mailto:Jo.Clemson-Harding@telford.gov.uk)

For more information on why you would want to work for us follow the link below.

<https://www.telford.gov.uk/info/21841/who_we_are>