

## JOB DESCRIPTION

<b>JOB TITLE:</b>	HR Advisor
<b>MANAGED BY:</b>	HR Operations Manager
<b>GRADE:</b>	8

### THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint a HR Advisor to join our Human Resources team.

Reporting to the HR Operations Manager, the HR Advisors form an integral part of the HR function, acting as in-house generalists responsible for delivering a broad range of HR services across the organisation. They work closely with managers to provide expert advice on HR policies and procedures, and support the HR Business Partners and wider HR leadership team in delivering corporate priorities.

You will ensure operational HR policies and procedures remain up to date with changes in employment legislation, developing user-friendly guidance and supporting line managers in their effective implementation.

You will collaborate with internal and external stakeholders to ensure the HR function delivers a responsive, consistent, and high-quality service across the organisation.

### KEY RESPONSIBILITIES

- Act as the lead for HR casework in your service area, being the first point of contact for all HR queries from managers seeking advice and support.
- Provide advice, guidance and support to managers on conducting disciplinary and grievance investigations and hearings, managing performance improvement and capability issues, and supporting absence at work.
- Provide advice, guidance and support to managers on handling probation periods, extension or failures, and support with the management of fixed term contracts.
- Managing colleague lifecycle processes (onboarding, payroll, flexible working, leavers).
- Assisting with queries that are sent to the central HR inbox.

- Provide support to HR Business Partners for complex change management cases or casework as required.
- With direction or support from the HR Operations Manager, to drive forward improvements and changes for all elements of the generalist HR function, from creating policies, monitoring, and reviewing their implementation, and ensuring supportive documentation is fit for purpose, updating and communicating changes where appropriate.
- Support in the collation and interpretation of both quantitative and qualitative data/information to monitor current staffing data and operational HR efficiencies.
- Drive collaboration with stakeholders through regular one-to-one meetings with line managers and senior managers to provide innovative and relevant solutions to their generalist HR issues and supporting managers to make timely and well-informed decisions in line with internal policies and procedures.
- Lead on delivery of some key generalist HR projects, including those linked to the People and Culture Improvement Programme.
- Maintain up-to-date knowledge of Employment law, updating the wider HR team and internal policies/procedures following relevant case law or law update, as required.
- Deliver training programmes to meet corporate and directorate needs.

## PERSON SPECIFICATION

### ESSENTIAL

#### Qualifications and Knowledge

- CIPD Level 5 qualification or equivalent professional HR qualification or experience.
- Knowledge of UK employment law and HR best practices, with experience managing and leading on employee relations cases, including restructures, redundancy, and dismissal.
- Experience providing consistent HR advice to managers at various levels with proven ability to coach and develop their capabilities.
- Demonstrable understanding of employee lifecycle processes.
- Experience using HR systems.

#### Experience

- Experience of giving HR advice and guidance to managers and colleagues on the implementation of existing policy and practice.
- Experience of designing and implementing processes and associated guidance at an organisational level.
- Experience of successful project implementation and monitoring.

- Experience of analysing information and making appropriate recommendations.

### **Skills and Competencies**

- Capable of independently planning and prioritising workload to meet a range of demands to time and quality.
- Ability to make sound decisions based on established practice and professional judgement.
- Excellent IT skills, good working knowledge of Microsoft Office to produce high quality reports and information to staff at all levels.
- Highly developed written and oral communication skills, with the ability to communicate effectively with people at all levels of an organisation.
- Highly developed interpersonal skills with a proven ability to develop and maintain effective and positive relationships internally and externally.
- Excellent influencing and negotiating skills.
- Understanding of the importance of discretion and confidentiality.
- Ability to be innovative and creative.

### **DESIRABLE**

- Experience working with iTrent.
- Experience of working in local authority or local government.