

JOB DESCRIPTION

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| JOB TITLE: | HR Advisor |
| MANAGED BY: | Senior HR Business Partner |
| GRADE: | 8 |

BACKGROUND

The West of England Combined Authority is seeking to appoint a HR advisor to join the Human Resources team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

PURPOSE OF THE JOB

Reporting to the Senior HR Business Partner, and being an integral part of HR function, the job holder will be the in-house generalist HR lead, managing the generalist HR function. The job holder will partner with key stake holders to provide expert advice on operational and non-operational HR policies, as well as supporting the HR Business Partner in delivering corporate objectives and strategies.

The job holder will ensure the accessibility and appropriateness of the operational HR policies, reviewing them in with employment law changes, developing supportive documentation and supporting line managers with their implementation.

The job holder will work with internal and (external key stakeholders as required) to ensure that the HR function provides an excellent and efficient service across the whole organisation.

KEY RESPONSIBILITIES

- Act as the lead for all HR casework, being the first point of contact for all HR queries from managers seeking advice and support for operational HR Policies (i.e., conduct, grievance, absence, and performance/probation) and non-operational HR policies, providing advice and support for these cases to increase management capability.
- To provide support the HRBP for complex change management/TUPE cases or for more complex casework as required.
- With direction or support from the HR Business Partner, 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.
- To support the HR Business Partner in the collation and interpretation of both quantitative and qualitative data/information to monitor current staffing data and operational HR efficiencies. For example, developing and reporting on operational HR KPIs, - in particular in relation to sickness absence. Report to HRBP on the performance of the recruitment against KPIs and key deliverables. Identify and implement solutions for improvement.
- Drive collaboration with stakeholders through regular one-to-one meetings with line managers and senior managers to ensure that they are managing their staff within policy and process; working with managers to provide innovative and relevant solutions to their generalist HR issues and supporting managers to make timely and well-informed decisions.
- To lead on delivery of some key generalist HR projects as directed by the Head of People and Assets and HRBP, including those linked to the Learning and Development strategy, Health and Wellbeing Strategy and staff/pulse surveys.
- To provide monthly updates, and reports where appropriate, to the HR Business Partner on HR generalist KPIs - including sickness and sickness management, performance, and fixed term contract management.
- To maintain up-to-date knowledge of Employment law, updating the HR team and HR policies/procedures following relevant case law or law update, as required.
- To provide line management to the HR Generalist team, including coaching, providing advice and supervision, manage absence and leave, and PDRs.
- To deliver training programmes to meet corporate and directorate needs for all HR operational and non-operational HR policies and processes, providing specialist advice to all Line managers and employees.
- In conjunction with the Resourcing Manager, ensure the creative promotion of the many benefits of working at the Combined Authority to existing staff. To work with the service to understand what is important to staff and, where appropriate, recommend alternative approaches.
- To support the Recruitment function by providing HR advice and support where required on the recruitment policies and process, and to support the creation and delivery of recruitment learning and development opportunities.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Willing to work towards CIPD accreditation (minimum Level 3 CIPD qualification)
- An understanding of and interest in the role of Human Resources in an organisation such as the West of England Combined Authority
- Knowledge of equality and diversity in the workplace

Experience

- Proven experience of working in a senior administrative role, with the clear potential to develop into a more project-based environment
- Experience of giving advice and guidance to managers and staff on the implementation of existing policy and practice, preferably within an HR environment
- 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.
- Experience of managing high profile project work.

Skills and Competencies

- Detailed knowledge of HR policies and legislation underpinning HR practice.
- Capable of independently planning and prioritising workload to meet a range of demands to time and quality
- Ability to work with autonomously and with minimal supervision, escalating issues as necessary
- Ability to make sound decisions based on established practice and professional judgement
- Excellent ICT 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
- Appreciation of the importance of discretion and confidentiality
- Ability to be innovative and creative

DESIRABLE

- Level 5 CIPD or equivalent
- Line management experience
- Experience of working in local authority or local government

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days Annual Leave if new to local authority, rising to 31 days after 5 years reckonable service, plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently £9.50 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.