

JOB DESCRIPTION

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

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

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 WECA to existing staff. To work with the service to understand what is important to staff

and, where appropriate, recommend alternative approaches.

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- 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

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

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 £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 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 cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

