

ROLE PROFILE

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| Job Title: | HR Advisor | Job Code: | R/H4 |
| Department: | Human Resources | Version: | 1.1 |
| Reports To: | HRBP | Date Created: | May 2018 |
| | | Grade: | J |

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| Is this a politically restricted Post? | Yes/ No | (*if yes, see our policy on what this means) |
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Enabling the organisation to achieve its goals through the embedding of a culture of high performing teams who deliver at pace



Job Overview:

- Provide a high quality, professional Human Resource (HR) Advisory service to the Combined Authority, taking responsibility for an individual case load across the full remit of HR work, ensuring managers are aware of and follow the Combined Authority's policies and procedures, providing guidance and support/advice as required.
- To continuously improve processes and practices to ensure a streamlined, efficient and effective HR service.
- Liaise closely with the HR Business Partners on the operational HR delivery across a directorate/s covering the full range of HR functions e.g.
 - Recruitment & Selection
 - Employee Relations
 - Attendance Management
 - Learning & Organisational Development
 - HR Analytics & HR systems
 - Reward & Recognition
 - Equality & Diversity
 - Workforce planning and organisational design

- © Take a pro-active approach to participating in and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Contacts:

- Work within a team environment and support all HR areas (Learning & Development, Key Performance Indicators, Systems, Recruitment, Reward, Equality & Diversity, Employee Relations and Policy development)
- Work closely with managers across the organisation to support and advise them in managing people issues

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

Technical Duties:

- Take responsibility for delivering a high quality professional HR advisory service to both managers and employees, working as an ambassador for the HR profession.
- Incorporate and demonstrate the corporate identity, culture, values and behaviours of the organisation in all aspects of work and encourage others to do so.
- Develop new organisational approaches to HR processes and policies in line with best practice and employment law. Ensure appropriate awareness and training is provided to the management team and employees.
- Give appropriate HR advice (employment law related and/or using Combined Authority Policies/Procedures) on key issues such as disciplinary, conduct, performance management, grievances and employee health issues.
- Provide managers with coaching, guidance and advice to enable them to handle routine people management and development issues.
- Manage a caseload of complex HR issues, providing managers with critical employment law and best practice guidance. Such issues will include management and above level recruitment; complex cases; investigations/ hearings/ appeals; exit strategies; and performance improvement.
- Produce KPI and workforce information to the Head of HR and the Business Partners. Provide analysis and trend observations and conduct further analytical work as requested, including producing statistics for inclusion in statutory returns and reports i.e. gender pay gap, equality data etc.
- Coordinate key developmental work as identified in the HR Strategy, working with others within the HR team and/or across the organisation to develop solutions
- Responsible for ensuring HR policies and practices are up to date in terms of employment law and best practice, making recommendations for changes and negotiating those with our recognised trade unions, making persuasive recommendations to the Leadership Team as necessary.

- Work collaboratively to stream line HR processes and procedures, reducing paper files/documentation and ensuring compliance with the General Data Protection Regulations.
- Ensure the Combined Authority meets its Public Sector Equality Duties by promoting the advantages of having a diverse workforce and work with managers to ensure the Combined Authority is representational of the Leeds city region.
- Be the HR representative on job evaluation panels, additionally using those skills to assist managers in structure design and ensuring managers comply with organisational design principles.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

Impact & Influence:

- Work in close partnership with line managers, staff and union representatives on complex employee issues, using facilitation, negotiation and at times, clear instruction to ensure policies and procedures are consistently applied across the organisation.
- Robustly challenge and influence changes to organisational practices and processes to keep the Combined Authority at the forefront of best practice and to introduce required legal changes.
- Interpret changes in employment legislation and case law and incorporate them into existing policies and practices.
- Negotiate with Trade Unions to reach an acceptable solution for all parties and explain the requirements and benefits of the preferred approach to managers as required.

- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to degree level in a business field, or significant practical experience
- © Practical experience of successfully performing in a similar role.
- © Experience of working within a confidential and sensitive environment.
- © Knowledge of HR best practice.

- Sound HR generalist experience across the range of HR functions.
- CIPD associate level qualification.
- Previous HR generalist experience in a strongly unionised environment with an awareness of employment law and political agendas.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to the organisational vision.

- Ability to demonstrate versatility when working within a generalised HR team environment.
- Experience of fostering strong and effective internal partnerships.
- Confident to challenge staff and managers.
- Sharing best practice with other team members.

Technical:

- © Understanding how HR can impact on organisational effectiveness.
- © Strong HR advisory skills and ability to progress cases to a conclusion.
- © Strong negotiation skills.
- © Flexible approach to advice to ensure the best outcome is achieved.

- Strong team building skills with the ability to work as a strong team member to provide a seamless, customer focussed HR service.
- Strong IT skills, being able to use variety of Microsoft and HR system packages.
- Experience of managing complex and sensitive ER cases, including TUPE transfers demonstrating appropriate risk management.
- Extensive experience of providing a robust professional HR service.

Impact & Influence:

- Ability to influence changes where needed.
- Confident to make positive impact on HR processes.
- Experience of producing KPI's and other statistical information and presenting it in a compelling and easy to understand way.
- Demonstrable experience of analysing information and identifying persuasive proposals.

OUR VALUE & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.