**BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE**

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| **DEPARTMENT:** Corporate Resources | **SERVICE GROUP:** HR & Workforce Advisory & Operations |
| **POST TITLE:** HR Advisor | **REPORTS TO:** Senior HR Advisor |
| **JOB FAMILY:** Workforce | **CAREER DEVELOPMENT PATHWAY:**Workforce |
| **GRADE: PO3 (Indicative Grade)** | **SAP POSITION NUMBER : TBC** |

This job profile is intended to help Council existing employees and people considering applying to BMDC to understand the key responsibilities and activities for a particular job.

The job profile sets out in which part of the organisation the role sits and it also provides information about the Job Family the job is part of and the Career Development pathways available to a person in post. Depending on the Job Family and Job, there may be one or more Career Development Pathways possible. BMDC is committed to ensuring its employees have a range of development opportunities and that employees are encouraged to aspire, thrive and flourish during their careers here.

The duties and responsibilities highlighted in this Job Profile are indicative and they may vary over time. All post holders are expected to undertake any other duties and responsibilities that may be relevant to the scope and the level of the post. Applicants are expected to show that they have the knowledge and skills to be able to do the role. Equally important are behaviours and values as these make a profound contribution to the Culture of the Council. Employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at that level within our organisation.

Whilst we expect candidates (internal and external to the Council) to demonstrate the ability to meet the special knowledge, experience and qualifications required for the role, we also recognise that people may have previous experience, strengths etc that may also be relevant. Our recruitment processes provide the opportunity for candidates to share additional experience in their application.

We are committed to ensuring that all candidates from under represented communities have equal opportunities to apply for roles. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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| **Role purpose:** |
| To provide specialist HR advice and casework support across the Council ensuring that advice provided is compliant with BMDC policy and latest employment legislation, to enable leaders and managers to undertake their workforce related responsibilities in relation to Department and Council Plans.To work with HR Service Desk colleagues in providing a high quality Workforce & HR Front Door service focused on providing an appropriate balance between encouraging self service but providing support when it is needed.Lead and role model Council values and behaviours to enable a supportive and inclusive working culture where all staff are encouraged, supported and developed irrespective of their background. |
| **Main Responsibilities of Post:** |
| 1. Act as a generalist professional HR practitioner, providing high quality advice and practical support to all levels of management and employees, on employee relations matters (sickness absence, ill health retirement, phased return to work, adjustments, capability (performance and attendance), discipline and grievance).
2. Ensure that all advice provided across the employee lifecycle is compliant with latest employment law, national and local government arrangements and other arrangements as many be necessary (e.g., Green Book, NHS Agenda for Change); aligns to Council policy but is appropriate to the context in which the advice is being sought.
3. Coaches and advises managers on employee relations casework matters, helping them to resolve their workforce concerns in a way that builds confidence that managers can increasingly deal with workforce concerns in a way that does not need substantial support from HR.
4. Act as the lead on complex and other employee casework across the full range of employment related policies ensuring that leaders, managers and employees are fully aware of their responsibilities, ensure that HR policies are procedures are implemented consistently and effectively so that good outcomes are achieved.
5. Ensure that all casework is undertaken in a timely manner, and attend hearings and appeals, so as to ensure that policy and process measures and targets are met to ensure that the timescales taken to complete cases is as short as possible.
6. Ensure that all casework correspondence on HR and Employment related matters are prepared to the highest standard, that case management systems are kept up to date and that appropriate care is given to confidentiality and GDPR legislation. Where necessary support the production of complex reports and employment case bundles.
7. Liaise with the ER Policy Lead as needed on policy related matters and ensure that any updates or learning is applied across team members.
8. Work with Trade Union representatives on a formal and informal basis and lead on the negotiation of individual case related employment issues (within the boundaries set out by local policy).
9. To enhance the Council’s workforce performance by enabling/equipping managers to manage team members with minimal HR intervention through coaching, development and training interventions.
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| 1. Take a proactive role in supporting development and improvement of the HR Advisory service; e.g. feed into new policies, processes, guidance documentation etc.
2. Where necessary support the development and delivery of training for leaders, managers and employees either face to face or online depending on the needs of the organisation.
3. Provide coaching support to HR Service Desk and HR Operations colleagues to ensure that they are able to discharge their responsibilities well, with a particular focus on enabling Service Desk colleagues to close as many calls coming into the service first time around.
4. Build effective working relationships with key stakeholders across the business and within the Workforce & HR Service as a whole.
5. Undertake additional duties as may be necessary to support the needs of the team.
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| **Structure:**ess Operations Manager |
| **Knowledge and skills.** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public, (e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:1. Can express themselves fluently and spontaneously, almost effortlessly
2. Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language
 |  X |
| * Political sensitivity to enable productive working relationships with elected members and senior colleagues.
 |  X |
| * Ability to translate strategic business objectives into focused projects and deliverables.
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| * Ability to drive innovation in the delivery of services to improve standards and cost effectiveness and implement best practice.
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| * Ability to take difficult decisions within the management framework set by the Director of HR & Workforce.
 | X |
| * Ability to lead and motivate HR staff to deliver service and organisational objectives.
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| * Membership of professional bodies e.g. CIPD, PPMA
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| * Ability to build effective teams and relationships and to support others in
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| developing and achieving their personal, professional and organisational goals. |  |
| * Ability to get things done through collaboration with colleagues but also challenge where necessary.
 | X |
| * Ability to build strong networks and collaborate with peers across the organisational boundaries in the delivery of strategic and operational objectives
 |  X |
| * Proven track record of ability to consult, influence and advise stakeholders on the full breadth of employee lifecycle policy and practice.
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| * Able to verbally and in written format create and present thoughts and ideas and demonstrate this using a high level of presentation techniques
 |  X |
| * Ability to listen and respond to feedback.
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| **Relevant experience requirement: Essential for shortlisting** |
| * Extensive generalist HR experience including dealing with complex employee relations casework.
* Experience of building manager capability in effective people management by providing expert HR advice, guidance and on all issues connected to the employment relationship
* Ability to work across the full range of workforce related topics (e.g., the Service Offering).
* Experience of working within Service Level Agreements, case management systems
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| **Relevant professional qualifications requirement: Essential for shortlisting** |
| * Relevant professional HR qualifications e.g. CIPD Level 5 or significant HR equivalent experience within the function of HR
* Comprehensive knowledge and understanding of generalist HR, workforce planning, employment and equalities legislation, reward and recognition, people related change, OD and all aspects of performance and talent management.
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| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem |
| solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** |
| **Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |
| **Working Conditions:** |
| You will outline here if the post holder must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. |
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| **Special Conditions:** |
| You will outline here if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. |
| **Compiled by: KG Date: 28 02 2021** | **Grade Assessment Date:** | **Post Grade:** |