Role Title	HR Employee Relations Lead					
Job Family	Human Resources	Sub Category	Human Resources		Grade	C4
Behaviours	Making Effective Decisions	Communicating and Influencing		 Managin 	Managing a Quality Service	



Key Accountabilities

Purpose

- Ensure effective support and advice to managers and staff is provided on complex employee relations casework.
- Support the implementation and continuous improvement of policies and processes relating to employment to ensure they are fit for purpose, streamlined and support delivery of business
 objectives.
- Monitor management information to identify trends and remedial action for issues which might affect organisational efficiency and performance.
- Provide general education and awareness of Employee Relation policy-related matters.

 Effective support provided across the HR team by contributing to a range of HR projects, initiatives and employee relations issues to ensure the delivery of people strategies and HR work plans incl. TUPE, CoSOP and organisational change.

Provide advice and support to managers and staff to uphold people management practices and maintain positive employee relations and engagement.

- Ensure effective support is provided to the HR Business Partner team on workforce planning, talent management and succession planning and organisational change projects.
- Deliver/support ad hoc HR related projects, including support on Diversity and Inclusion, wellbeing and HR System roll out.

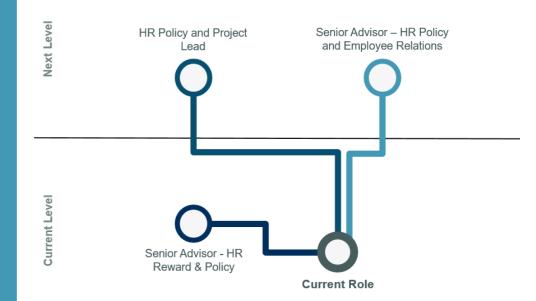
Authority and Scope

- Responsible for performance of 5 8 direct reports
- Ensure managers comply with legal and organisational requirements;
- Autonomy to liaise, discuss casework with union representatives;
- Authority to collaborate/discuss cases (where required) with wider FCDO

Internal and External Communications

- Ongoing interaction with service leaders, managers, staff, senior management to advise, guide, provide expert advice, act as "sounding board";
- Frequent collaboration with HR Business Partners;
- Some interaction with FCDO Staff:
- Interaction with union representatives in relation to casework and projects;

Potential Next Career Moves



Skills

- Employee relations;
- Dispute resolution;
- Attendance management;
- Managing poor performance;
- Disciplinary;
- Change management;
- Risk management;
- Incident resolution;
- Analyse, interrogate and evaluate data;
- Interpret professional/technical documents;
- Customer/Supplier relationship management

Qualifications, Knowledge and Experience

Essential

- Extensive employee relations experience and employment law knowledge:
- Project management and organisational change experience:
- Strong influencing and communication skills
- Level 5 CIPD qualification or equivalent experience;

Desirable

- Awareness of civil service HR policies and controls;
- People Management experience
- Project Management experience