


Role Title	HR Employee Relations Lead				 FCDO Services		
Job Family	Human Resources	Sub Category	Human Resources	Grade			C4
Behaviours	• Making Effective Decisions		• Communicating and Influencing	• Managing a Quality Service			
Purpose	Provide advice and support to managers and staff to uphold people management practices and maintain positive employee relations and engagement.						
Key Accountabilities							
<div><div><ul style="list-style-type: none">• 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.</div><div><ul style="list-style-type: none">• 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.• 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.</div></div>							
Authority and Scope		Internal and External Communications			Potential Next Career Moves		
<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• 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;			<div><div>Next Level</div><div>HR Policy and Project Lead</div><div>Senior Advisor – HR Policy and Employee Relations</div><div>Current Level</div><div>Senior Advisor - HR Reward & Policy</div><div>Current Role</div></div>		
Skills		Qualifications, Knowledge and Experience			Desirable		
<ul style="list-style-type: none">• 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		<div>Essential</div> <ul style="list-style-type: none">• 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;			<ul style="list-style-type: none">• Awareness of civil service HR policies and controls;• People Management experience• Project Management experience		