



Role Title	HR Employee Relations Advisor				
Job Family	Human Resources	Sub Category	Human Resources	Grade	B3
Behaviours	<div><div>Making Effective Decisions</div><div>Working Together</div><div>Managing a Quality Service</div></div>				
Purpose	Provide advice and guidance to managers to enable them to apply HR policies and procedures effectively.				

Key Accountabilities
<div><div><div><div></div><div>Advise and support managers on a range of people management issues including conduct, attendance, grievance, performance, health and welfare;</div></div><div><div></div><div>Support HR related projects</div></div><div><div></div><div>Deliver tasks and activities to support HR and the wider performance team to assist with talent management, workforce planning, organisational change and policy review projects;</div></div><div><div></div><div>Undertake tasks and activities to support delivery of the Diversity and Inclusion action plan</div></div></div></div>

Authority and Scope
<div><div><div></div><div>Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met;</div></div><div><div></div><div>Maintain records and data in relevant databases, ensure data integrity and accurate reporting;</div></div><div><div></div><div>Ensure proposals and recommendations are in compliance with current legislation and government policies and processes</div></div></div>

Skills
<div><div><div></div><div>Administrative/secretariat services;</div></div><div><div></div><div>Dispute resolution;</div></div><div><div></div><div>Attendance management;</div></div><div><div></div><div>Managing poor performance;</div></div><div><div></div><div>Disciplinary;</div></div><div><div></div><div>Risk management;</div></div><div><div></div><div>Customer/Supplier relationship management;</div></div><div><div></div><div>Analyse, interrogate and evaluate data</div></div></div>

Internal and External Communications
<div><div><div></div><div>Managers and staff to advise and guide on the identification and resolution of a range of HR related matters;</div></div><div><div></div><div>Trade Union representatives, HR Business Partners and stakeholders to provide information as required</div></div></div>

Potential Next Career Moves
<div><div><div></div><div>Next Role</div></div><div><div></div><div>Senior Advisor – HR Policy and Employee Relations</div></div><div><div></div><div>Current Role</div></div><div><div></div><div>HR Advisor – Resourcing, Talent and Development or Apprenticeship</div></div><div><div></div><div>HR Advisor – MI and Systems Analyst</div></div></div>

Qualifications, Knowledge and Experience
<div><div><div>Essential</div><div><div></div><div>Previous HR experience, preferably in a policy or operational context;</div></div><div><div></div><div>Knowledge of employment legislation;</div></div><div><div></div><div>Understanding of data protection principles;</div></div><div><div></div><div>Communicate effectively with a range of people</div></div></div><div><div>Desirable</div><div><div></div><div>Level 5 CIPD qualification or equivalent experience;</div></div><div><div></div><div>Understanding of civil service HR policies and controls;</div></div><div><div></div><div>Understanding of LEAN processes and principles</div></div></div></div>