Role Title	HR Employee Relations Advisor					
Job Family	Human Resources	Sub Category	Human Resources	Grade	ВЗ	
Behaviours	Making Effective Decisions	 Working Toget 	her • Ma	naging a Quality Servi	се	
Purpose	Provide advice and guidance to ma	Provide advice and guidance to managers to enable them to apply HR policies and procedures effectively.				



Key Accountabilities

- Advise and support managers on a range of people management issues including conduct, attendance, grievance, performance, health and welfare;
- Support HR related projects
- 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;
- Undertake tasks and activities to support delivery of the Diversity and Inclusion action plan

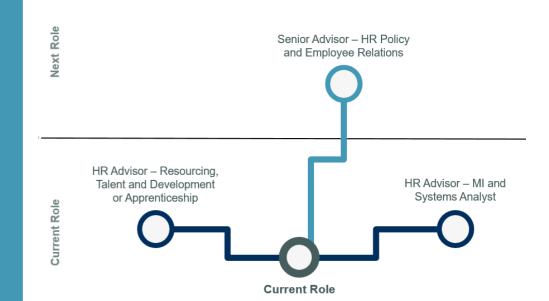
Authority and Scope

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

Internal and External Communications

- Managers and staff to advise and guide on the identification and resolution of a range of HR related matters;
- Trade Union representatives, HR Business Partners and stakeholders to provide information as required

Potential Next Career Moves



Skills

- Administrative/secretariat services:
- Dispute resolution;
- Attendance management;
- Managing poor performance;
- Disciplinary;
- Risk management;
- Customer/Supplier relationship management;
- Analyse, interrogate and evaluate data

Qualifications, Knowledge and Experience

Essential

- Previous HR experience, preferably in a policy or operational context:
- Knowledge of employment legislation;
- Understanding of data protection principles;
- Communicate effectively with a range of people

Desirable

- Level 5 CIPD qualification or equivalent experience;
- Understanding of civil service HR policies and controls;
- Understanding of LEAN processes and principles