Brighton & Hove City Council

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

JOB TITLE: **Human Resources Consultant**

REPORTS TO: **Lead Human Resources Consultant**

DEPT: **Human Resources & Organisational Development**

PURPOSE OF JOB

To deliver a Human Resource Advisory Service to employees and Managers within BHCC which builds the capacity of line managers and staff to resolve people management issues effectively and professionally.

To contribute to the effective running of the Human Resource Advisory Service by working flexibly across all directorates and ensuring a professional and high quality service is delivered at all times.

To manage complex case work using a variety of approaches and to lead on specific projects as directed by the Human Resource Managers

PRINCIPAL ACCOUNTABILITIES

- Support managers in dealing with employment issues through the application of consistent and effective advice, and the use of coaching skills to explore options.
- Work flexibly with all members of HR to provide consistent and professional cross functional advice to Managers and staff across the Council.
- Provide targeted support in such matters as conduct, sickness absence management, redeployments, probationary issues and change management to ensure managers are able to effectively manage performance, and proceed with change to support departmental objectives.
- To advise managers at formal hearings and appeals convened under the council's personnel procedures, and to take notes of meetings as appropriate.
- To advise managers on the production of clear and concise job descriptions.
- To keep up to date with employment law and understand and advise on the City Council's HR policies and procedures in line with employment law and recent case law.
- Assist in project work to support the continuous improvement of the HR offering across the Council.
- Maintain information systems and statistical data related to the work of the Human Resources Advisory Service e.g. casework monitoring.
- Deliver tailored interventions to address people management issues as commissioned by the Business Partners.
- Participate in staff meetings, training and development activities and supervision sessions.

- Manage complex case work using a variety of approaches in accordance with best practice, analyse risks associated with a variety of courses of action, and provide coaching to managers to enable them to explore and implement sustainable solutions.
- Take a lead role in providing advice regarding organisational change and restructures, and ensure that all employment issues related to restructures are dealt with effectively.
- Take the lead on specific projects as directed by the Head of Human Resources Advisory Service.
- Develop an in depth understanding of each of the service departments and the council's strategic challenges, objectives and constraints.
- Assist with the development and implementation of human resources policy and practice in conjunction with the Policy and Projects team, including work on specific assignments.
- Liaise with other Human Resources professionals and other agencies to research best practice, provide information on topical issues and resolve queries.
- To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: **Human Resources Adviser**

DEPT: **Human Resources & Organisational Development**

ESSENTIAL CRITERIA

Job Related Education, Qualifications & Knowledge

- Fully CIPD qualified or NVQ level 3 or 4 or equivalent relevant HR experience in a complex organisation.
- Up to date understanding of employment legislation, and ability to apply knowledge in a practical way.

Experience

- Demonstrable experience at HR Adviser level of working in a busy and pressurised human resources environment.
- Experience of working in a unionised environment.
- Demonstrable experience of working with managers to progress case work including complex cases and organisational change
- Demonstrable experience of working with computerised information systems.
- Experience of delivering training to address business needs.

Skills and attributes

- Adaptable, receptive to new ideas and willing to adjust to new demands and circumstances.
- Displays a high level of personal 'drive' and energy and shows a capacity for sustained effort and performance.
- Ability to allocate, co-ordinate and prioritise tasks and meet deadlines
- Sound written and oral communication skills
- Ability to analyse statistical information
- Ability to use own initiative and to solve problems
- Ability to work as a flexible and effective team member
- Ability to negotiate and influence others
- Commitment to provide an efficient, effective and customer focused service
- Demonstrable commitment to equality of opportunity
- Evidence of commitment to personal development

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Inclusive Council Policy.