# East Herts Logo JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title HR / OD Adviser   
Reports to Strategic HR and OD Lead

Team Human Resources and Organisational Development

Grade 8   
Last updated March 2025

## Job Summary

* + Provide day to day advice, support and guidance to managers and staff al across the Council.
  + To monitor and review Council HR policies and practice.
  + Managing casework from within your allocated services
  + Lead on and/or participate in a range of people related projects as directed.
  + To work with the HR and Payroll Service (inc H&S), supporting colleagues and delivering the service
  + Support the learning and development activities of the council

## Key Tasks

### Operational Responsibilities

Provide day-to-day advice, support and guidance to managers and staff :

* Recruitment and selection, including all aspects of the resourcing cycle from exit interviews to design of new role, job evaluation, advertising, interviewing, skill testing to implementation of the induction process.
* Employment legislation, implementing any new guidelines and processes to ensure compliancy and understanding by managers and staff.
* Working with HR Administrators to ensure quality service standards are met.
* Casework including ill health, discipline and grievances
* Maternity and parental leave
* Staff welfare, health and safety (in liaison with the H&S Adviser)
* Learning and development
* Change management including restructures and redundancies.
* To support organisational development activities from changes to staffing structures and workforce through to changes to ways of working.
* To review HR policies and practices to ensure they are legally compliant and meet the needs of the Council, providing advice, support and briefing sessions.
* To co-ordinate, monitor and promote excellent HR practices
* To provide statistical data and analysis for measurement of HR services and operations.

### Team Working Responsibilities

* To work with your colleagues to ensure consistency and quality of HR services offered to customers.
* To ensure staff and managers are supported with timely advice and guidance
* To support team colleagues in times of increased workload
* To contribute to the development of the HR function within the authority
* To contribute to the achievement of the HR service plan and the delivery of the corporate priorities.
* To contribute to the development and delivery of the council’s People Ambition Strategy

### Communication & Contacts

* To deliver advice and guidance with all levels of staff and Councillors in relation to HR Issues.
* To produce reports and information for the Council’s HR Committee and the Local Joint Panel.
* Work with communications colleagues to develop staff communications, intranet content and public facing people related content
* To develop contacts and identify good practice with other local government organisations
* To attend and contribute to HR team meetings.
* To support the development of staff and team leaders
* To work with providers of services to endure the contracts we have are delivered to a standard we expect and raise issues as appropriate (e.g. Occupational Health provider)
* To work with unions colleagues to ensure good working relationships when handling employee relations issues and developing processes and ways of working

### Financial / Budgetary Responsibilities

* Oversee and report on any allocated budget

**Other**

* Ensure awareness of the council’s Safeguarding Policy and take a proactive approach to ensure the safeguarding of staff and residents at all times.
* Ensure awareness of the council’s policies regarding health and safety and take a proactive approach in keeping staff and the council safe.

# East Herts Logo

# PERSON SPECIFICATION

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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

* Personal effectiveness
* Proactive
* Managing relationships
* Communication
* Customer focus
* Commercial focus

## Key Criteria

### Qualifications and Experience

* CIPD fully qualified or equivalent
* Good standard of education
* Competent user of Microsoft (inc 365) applications
* Membership of the CIPD (desirable)
* Experience of using HR systems (essential)
* Experience of Hay job evaluation is desirable
* Ability to deliver training and development activities is desirable

### Specialist Knowledge and Job Requirements

* Evidence of having successfully worked on HR/OD projects
* Evidence of having worked with equalities and diversity issues
* Evidence of dealing with varied and demanding priorities,
* Evidence of dealing with HR related issues and tasks
* Ability to manage own workload, prioritise tasks and work to deadlines
* Experience of having advised in discipline, grievance and ill health cases
* Experience of working with Union(s)

### Other

* Evidence of having worked successfully as part of a team.
* Evidence of having brought groups together to achieve tasks and co-ordinate projects
* Evidence of working with external organisations on HR issues (D)
* Experience of dealing with employees at all levels
* Ability to negotiate with external provider of service,
* Evidence of having dealt with Elected Members on HR issues.
* Ability to write reports, produce policies and give presentations to different audiences
* Experience of data analysis to shape policy development
* Experience of convening and leading groups (D).
* The ability to communicate both verbally and in writing
* Knowledge of using IT systems to improve communication.
* Ability to attend evening meetings (normally 1/4ly)
* Ability to work at other sites as required
* The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to understand Safeguarding and to share this commitment.