

# Epsom & Ewell Borough Council

## Role Profile Template

<b>Role Title:</b>	HR Advisor (ES004)
<b>Job Family:</b>	Team Leader / Professional (G6)
<b>Service:</b>	HR & OD
<b>Location:</b>	Epsom Town Hall
<b>Reporting To:</b>	Head of People and Organisational Development

<b>Role Purpose:</b>  <i>Why the role exists and its contribution</i>	<p>To provide effective technical and professional guidance that enables the service to maintain high standards and meet statutory requirements.</p> <p>As a member of the Council's team, to contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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## Main Duties and accountabilities

<b>Service Specific</b>	<p>To provide a professional HR advisory service to managers and staff in accordance with council policies, procedures, employment legislation and best practice including:</p> <ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Recruitment and selection</li> <li>• Absence management</li> <li>• Employee relations</li> <li>• Performance management</li> <li>• Employee wellbeing</li> <li>• Job evaluation</li> <li>• Management of change / service redesign</li> <li>• Other HR procedures</li> </ul> <p>To maintain up to date knowledge of employment legislation and case law and to provide guidance on its application, including advising and supporting managers on employee relation cases.</p> <p>To oversee investigations and employee relations issues including absence management, discipline, grievance and redundancy, evaluating risk and ensuring that the council's legal obligations are met.</p> <p>To develop and maintain effective and proactive communication mechanisms to promote a partnership approach to people related issues.</p>
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	<p>To guide, support and coach managers in the facilitation of sound performance management.</p> <p>To lead on areas of HR policy and procedural development to support organisational development and culture change.</p> <p>To produce and analyse management information and to prepare reports to inform decision making processes.</p> <p>To support the development and delivery of learning interventions, including the provision of training/ briefings in key HR policies and their application in the workplace.</p> <p>To work in partnership with external providers to source, implement and manage employee benefits and wellbeing initiatives.</p> <p>To participate in cross-service teams on specific projects and initiatives as required.</p> <p>To work collaboratively with the Payroll Co-ordinator and outsourced payroll provider to ensure timely and accurate payroll input.</p> <p>To actively promote equality and diversity as part of the culture of the organisation.</p> <p>To act as a critical friend, provide skilled coaching techniques, influence with confidence and maintain momentum on all areas of work.</p>
<b>Generic Duties</b>	<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements.</li> <li>• Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments.</li> <li>• To provide general advice and support to the organisation in relation to service specific requirements.</li> <li>• To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</li> <li>• Manage issues and processes to a conclusion effectively protecting the Council's interests.</li> </ul>

The key decision making areas in the role	
<ul style="list-style-type: none"> <li>• Provision of professional advice and coaching support to others, ensuring effective people management.</li> <li>• Contribute to contractual/legal obligations across the HR function.</li> <li>• Assessment and management of risk to the Council.</li> <li>• Prioritising own workload, including project management of specific allocated projects.</li> <li>• Managing relationships with key stakeholders.</li> <li>• Knowing when to escalate an issue.</li> </ul>	
Customers and contacts	
All staff, Heads of Service, other Local Authorities, external service providers, Government Departments and Agencies, members of the public (job applicants).	
Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> <li>• Risk assessment of employment issues</li> <li>• Monitoring of expenditure against budgets to ensure cost effective and appropriate use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of HR support and advice to approximately 300 staff</li> <li>• Provision and analysis of accurate statistical data to inform decision making processes</li> </ul>

# Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Fully CIPD qualified, minimum Level 5 (or equivalent)	E	X	X
<b>Knowledge and Experience</b>			
Experience of working in a HR generalist role	E	X	X
Comprehensive knowledge of employment law, with proven experience of providing employment law advice to managers	E	X	X
Experience of reviewing and updating HR policies and procedures	E	X	X
Working knowledge of an integrated HR/Payroll computerised system	E	X	X
A pro-active, participate and flexible approach to problem solving, taking the initiative by evaluating, making suggestions and generating new ideas to improve working methods and levels of performance	E	X	X
<b>Skills</b>			
Ability to work on own initiative and as part of a team	E	X	X
Ability to build effective working relationships and to persuade and influence at all levels	E	X	X
Excellent interpersonal skills and the ability to coach managers and staff to resolve issues	E	X	X
Developed communication skills – both written and oral	E	X	X
Ability to produce and analyse data and make appropriate recommendations	E	X	X
Ability to work effectively under pressure, balancing priorities and working to deadlines	E	X	X
Strong customer focus	E	X	X
Self-confidence and resilience	E	X	X
IT literate	E	X	X
<b>Additional Requirements</b>			