

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	HR Consultant
DEPARTMENT	HR Services
RESPONSIBLE TO	HR Manager
GRADE	Range 5

1. MAIN PURPOSE OF JOB

To provide advice and support to managers across the Council and external customers such as Headteachers & Governors who purchase our service on a wide variety of employee relations activities including issues affecting individual members of staff (such as disciplinaries, dispute resolution, grievances, absence management and capability issues), some of which may be complex.

To manage a caseload which would include capability, disciplinary, grievance, ill health and other cases.

To work with the HR Business Partner ensuring the staffing implications of proposed changes and developments in the organisation have been identified.

To act as client manager for formal investigations.

To provide professional HR advice and support to investigating officers, chairs of hearings and appeals panels across the Council and schools (in accordance with the service level contract that has been purchased.)

To design and deliver, in conjunction with the Learning & Development team, training solutions in ER related areas to support managers and schools (where purchased) in understanding and application of HR policy

Whilst support to external customers (schools) is cited, the post holder shall predominantly support internal services within the Council.

Carry out first stage of job evaluations; to analyse and evaluate the profiles in determining the value of each job within the organisation.

Contribute to the ongoing review and implementation of HR processes and policy, highlighting areas where policies can be improved through experiences gained in managing casework.

2. PERSON SPECIFICATION

Qualifications

Essential

- CIPD or equivalent HR qualification and/or extensive relevant experience

Experience

Essential

- Demonstrable experience of supporting leaders/managers in complex employee relation's cases and a detailed understanding of the procedures involved.
- Demonstrable experience of working with senior managers relating to ER case work along with a comprehensive understanding of legal implications.
- Demonstrable ability to use advanced theoretical/practical/procedural/organisational/policy knowledge across a specialist area
- Demonstrable knowledge of employment legislation and its practical implications

Skills

Essential

- Demonstrable knowledge of trade union consultation and the ability to work constructively with trade union representatives
- Demonstrable knowledge of employment legislation and its practical implications
- Ability to work across directorates as required with an understanding of the differing terms and conditions.
- Demonstrable ability to use advanced theoretical/practical/procedural/organisational /policy knowledge across a specialist area
- Demonstrable ability to analyse and interpret varied and complex information and develop strategies and solutions for the medium and long term
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences
- Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrable ability to be polite and courteous when dealing with members of the public
- Demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations
- Demonstrable ability to handle and process cash/documentation relating to small financial amounts (i.e. up to £250 per day)

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The Senior HR Consultant will manage the postholder.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

To work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None – but will need to allocate work to HR Support colleagues and provide on the job training.

Responsibility for People

To show common courtesy or consideration when encountering members of the public per chance during the course of their duties but has limited, or no, direct impact on the well-being of individuals or groups of people.

Responsibility for Supervision:

To provide advice and guidance on the operation of established internal procedures in relation to human resources, this may include interpretation of policies and procedures to meet specific circumstances or problems.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will have regular contact with senior managers, Assistant Directors and Directors, Headteachers, Governors and Trade Union Officials, in relation to the provision of advice, guidance support and information. The post holder will also have contact with staff at all levels in the organisation. Will have contact with external organisations such as ACAS and the Employment Tribunal Service.

EMOTIONAL DEMANDS

The post holder will undertake work which has from time-to-time contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder. (Personal behaviour at this level may include a person who is upset because of their personal circumstances or unwell).

4. FINANCIAL ACCOUNTABILITIES

The postholder will have no direct financial accountabilities.

Responsibility for Physical Resources:

The post holder will take high direct responsibility for the following:

- (i) providing interpretation, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to physical resources. This may require adaptation of internal policies and procedures.
- (ii) a shared responsibility for the development of policies and procedures in relations to physical resources which will have a significant impact on the operation of that service or department.

5. WORKING ENVIRONMENT

The post will normally be based within one of Medway Council's main office buildings, with consideration for more agile working.

WORKING CONDITIONS

The post holder will deal with occasional exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.

The postholder will have the opportunity to develop both professionally and personally by undertaking relevant learning opportunities and sharing knowledge of best practice with colleagues across the HR service and wider local authority.

The postholder will be required to have access to a car and travel on an occasional basis.

PHYSICAL DEMANDS

The post holder generally undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

Although the work may often be office desk based, the postholder is required to work flexibly as part of Medway Council's Smarter Working initiative.