

Role Profile

Job Title:	HR Adviser
Location:	Oakleigh Depot/Flexible
Department:	HR & OD
Directorate:	Strategy & Innovation
Grade:	H
Type of Working:	Hybrid
Reports to:	HR Business Partner

1. Job Purpose:

To provide a dedicated generalist HR support and advice to Street Scene department managers and supervisors, as part of a team with the Senior HR Advisor and HR Business Partner, responding to ongoing Employee Relations and Organisational Change requirements across the department.

2. Key accountabilities:

1. Employee Relations

To provide support on Employee Relations (ER) focussed advisory service to the client, giving advice on straight forward ER issues including Disciplinary, Grievance, Performance and Attendance Management as well as supporting the Senior HR Advisor on more complex ER matters. This role will also provide support to the HR Business Partner in respect of advising on departmental organisational change activity, including TUPE.

2. Customer Focus

To establish and develop a positive customer-focused relationship with the managers within Streetscene, supporting the HR Business Partner in the identification and delivery of service requirements. To provide sound HR advice and find appropriate people management solutions to resolve departmental issues.

3. Change Management

Assist the HR Business Partner by providing administrative and HR support on change management programmes including restructures and TUPE activity.

Advise managers on the straightforward employee relations implications and the potential impact of change.

Assisting in the maintenance of TUPE transfers within the assigned area either into or out of the organisation. Assisting on large scale or complex transfers, providing administrative support to the Senior HR Advisor or Business Partner, checking project plans and consultation paperwork to ensure it meets compliance requirements.

Providing full HR Support on TUPE activity including ensuring that HR data is provided or obtained at the relevant stage in the TUPE process, and taking responsibility for the onboarding or departure of staff in terms of the HR Administrative process including carrying out Right to Work Checks, issuing onboarding documents, and notifying the payroll team of staff joining or leaving the Council due to TUPE.

4. Service Delivery

The provision of straightforward employee relations advice relating to absence cases, grievance resolution and disciplinary investigations, employment aspects of safeguarding children and vulnerable adults grading, pay and equal pay issues to safeguard the employer's position.

Working under the direction of the Senior HR Advisor or HR Business Partner, the post holder may support around the compilation of evidence packs to support cases which are going to formal Hearing.

Contribute to the development of the HR Advisory Service plan.

Contribute to the review of HR management practice to ensure consistency with policy and advice, conditions of service and relevant legislation.

5. Industrial Relations

Assist the HR Business Partner in dealing with industrial disputes, providing straightforward advice where necessary.

6. Compliance

Under the direction of the HR Business Partner, respond robustly to compliance activity, including responding to FOI requests, internal audit requests and monitoring activity in terms of employee right to work and employment verification checks (professional registration and DBS checks).

To work pro-actively with the HR Business Partner, Senior HR Advisor and Streetscene managers and supervisors to ensure that HR and Payroll data is accurate, and that agreed establishment control procedures are followed.

7. HR Policy & Learning

Contribute to development of HR policies, using operational knowledge. Support the implementation of frameworks and policies to ensure that they meet corporate and local needs.

Support the development and delivery of briefings for managers and employees on HR policies to build people management capacity and enhance overall performance.

Contribute to the development of HR and OD knowledge, skills and capability and actively promote the development of skills and overall professional development throughout the function.

Ensure that the HR Service fosters equality of opportunity in service provision and employment.

Ensure that allocated HR Service staff operate within a safe and healthy working environment and that wellbeing issues are recognized and addressed appropriately.

8. Staff Responsibility

None

3. Financial Responsibilities:

None

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Location:	Oakleigh Depot/Flexible
Department:	Street Scene
Directorate:	Environment
Grade:	H
Type of Working	Hybrid
Reports to:	HR Business Partner

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level or equivalent professional experience	Essential	Application/Interview
CIPD Qualified or studying towards a qualification	Desirable	Application/Interview
Experience & Knowledge		
An understanding of the principles of Employment Law and ability to communicate these to managers and supervisors	Essential	Application/Interview
Experience working in HR in a generalist field	Essential	Application/Interview
Experience with change initiatives	Desirable	Application/Interview
Experience of providing advice and support on Employee Relations matters (Disciplinary, Grievance, Attendance Management, Performance)	Essential	Application/Interview
Skill & Ability		
Excellent communication skills, verbally and in writing and ability to use these skills to coach and support managers and supervisors	Essential	Application/Interview
Able to work under pressure to deadlines	Essential	Application/Interview

Confident in use of MS packages including Outlook, Excel and Work	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Collaborative		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/	Application/Interview