

Role Profile

Job Title:	Senior HR Advisor
Location:	Colindale/Flexible
Department:	Employee Relations
Directorate:	Strategy & Innovation
Grade:	J
Type of Working:	Hybrid
Reports to:	HR Business Partner

1. Job Purpose:

The role will provide strategic HR Advisory support to the Council. You will work with a dedicated client group but may work across the Council providing expert advice covering complex employee relations and service transformation activity; as well as an escalation point for day-to-day HR queries.

2. Key accountabilities:

1. Employee Relations

To provide a comprehensive Employee Relations (ER) focussed advisory service to the client, giving advice on complex ER issues including Disciplinary, Grievance, Performance and Attendance Management as well as supporting the HR Business Partner in respect of advising on organisational change activity, including TUPE.

2. Customer Focus

To establish and develop a positive customer-focused relationship with the managers within the assigned portfolio supporting the HR Business Partner in the identification and delivery of service priorities and initiatives. To provide professional advice and find creative people management solutions to complex organisational issues, putting the business requirements at the heart of advice given.

3. Change Management

Assist the HR Business Partner on the implementation and review of services across the assigned portfolio to deliver fit for purpose structures within time and budgetary constraints, using an effective project management approach.

Advise managers on the 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 advice at meetings and inputting in to project plans and consultation paperwork to ensure that they are fit for purpose and meet the appropriate organisational and employment law requirements.

4. Service Delivery

The provision of professional advice and support in relation to: dismissals, other terminations, unlawful discrimination, employment aspects of safeguarding children and vulnerable adults grading, pay and equal pay issues to safeguard the employer's position.

Provide operational advice on escalated cases, including appeals, work performance, disciplinary, grievance, absence management and whistle blowing cases.

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

Support consultation and negotiate with Trades Union representatives to facilitate appropriate solutions to complex people management issues and promote a healthy employee relations climate.

Assist the HR Business Partner in dealing with industrial disputes, providing advice, coordinating the local response, identifying solutions where appropriate.

Analyse, interpret and present workforce information at management team meetings. Identify trends and patterns and recommend and support the implementation of appropriate solutions.

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 and the client to ensure that HR and Payroll data is accurate, and that agreed establishment control procedures are followed.

7. HR Policy & Learning

Assist the HR Policy and Reward Lead in the development of HR policy development, using operational experience to inform policy outcomes. Contribute and where appropriate lead the implementation of frameworks and policies to ensure that they meet corporate and local needs.

Contribute to 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

3. Financial Responsibilities:

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 were 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 / **L**earning to Improve / **I**nclusive / **C**ollaboration

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

Job Title	Senior HR Advisor
Location:	Colindale/Flexible
Department:	Employee Relations
Directorate:	Strategy & Innovation
Grade:	J
Type of Working	Hybrid
Reports to:	HR Business Partner

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to Degree level or equivalent	Essential	Application
CIPD qualified member	Essential	Application
Experience & Knowledge		
In depth knowledge of Employment Law	Essential	Application
In-depth knowledge and experience of change management initiatives	Desirable	Application/Interview
Experience of handling complex disciplinary, grievance, ill health and redundancy issues	Essential	Application/Interview
Up to date knowledge of current best practice in HR and people management	Essential	Application/Interview
Experience of managing projects and /or workstreams within structured project management frameworks	Essential	Interview
Experience of working in a unionised environment.	Essential	Interview
Knowledge of local government policies and procedures	Desirable	Interview

Skill & Ability		
Excellent communication skills, verbally and in writing.	Essential	Interview
Able to use empathy appropriately	Essential	Application
Good interpersonal, negotiating, influencing and consultative skills, with the ability to form working relationships and communicate effectively with a wide range of audiences	Essential	Interview
A track record of finding creative solutions to a wide range of people management challenges.	Essential	Interview
Able to work effectively under pressure to find solutions.	Essential	Interview
Confident in the use of Microsoft Windows packages, in particular Word, Excel and PowerPoint.	Essential	Interview
Confident in managing conflicting priorities and pressures through effective decision making	Essential	Interview
Proven track record of facilitating and supporting business change	Essential	Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile- I am fully empowered to act within the scope of my role	Essential	Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect	Essential	Interview

and act upon this curiosity to improve my own understanding		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Interview