

Job Description and Person Specification

People Services Co-Ordinator

Job Details	
Grade	GRD4
Service	Employee Relations
Location	City Wide
Job Evaluation Code	A5681

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
As a People Services Co-Ordinator you will offer expert guidance on employee relations, performance management, and policy interpretation. You'll support managers and employees to ensure fair and consistent application of People Services policies. Your role is crucial in fostering a positive work environment and promoting employee well-being.

Main Duties & Key Accountabilities
Providing advice and guidance on terms and conditions, policies, and procedures.
Providing appropriate casework support under the direction of the People Services Advisor/People

Services BP.
Providing practical assistance on transformational / organisational change plans, for example, redundancy, changes to terms and conditions.
Undertaking specific project work in relation to sickness absence management, working with the People Services Advisor and People Services BP.
Supporting the delivery of training/education workshops on employee relations related matters.
Producing People Services reports from relevant People Services information systems to support service meetings and the management of absence.
Update/maintain the standard letters, intranet and materials used by employee relations.
Handling confidential information with discretion and integrity.
Inputting information accurately, production of letters, reports, and other documents

Key Relationships

External:	None
Internal:	Wider People Services community including trade union colleagues, all employees

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

No direct reports.

Person Specification

Requirements	
Knowledge	Demonstrate relevant knowledge and understanding of employment law and People Services best practice.
	Understand what the public sector is here to provide to the community.
	Demonstrate an understanding of organisational values and how these are applied.
Skills And Ability	Demonstrate the ability to communicate ideas and information to a range of audiences and stakeholders both verbally and in writing
	Be proficient in digital skills, using a wide range of computerised systems
	Demonstrate the ability to gather relevant information and present in a clear and concise way
	Demonstrate the ability to organise and prioritise own workload each day
	Demonstrate the ability to build positive working relationships
	Be able to handle confidential information with discretion and integrity.
Special Requirements	Level 3 CIPD (or working towards) or similar