



Coventry City Council

Job Description

Post:	HR Advisor	Job Number:	
Service:	Human Resources	Post Number:	1037105, 1037104
Location:	City Wide	Grade:	4

Our values:

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.

Job Purpose:

Supporting HR Business Partners and HR Officers working with managers/employees to deliver people advice that is clear, relevant and of a high quality, central to an efficient and customer focussed human resources service. Effective relationship building across HR is key in being able to deliver a first response service.

Main Duties and Responsibilities:

- Provide accurate, clear advice and guidance on terms and conditions, policies, and procedures on a timely basis to enquiries and queries either verbally and/or in writing
- Work with first line managers and supervisors advising on routine HR policies and procedures
- Provide appropriate support to casework under the direction of a HR Officer/HRBP
- To support on the development of new people policies, plus the review of existing policies to ensure that the Coventry is at the forefront of HR best practice and complies with legislation
- To provide practical assistance to the Employee Relations Lead and HRBPs on transformational / organisational change plans, for example, redundancy, changes to terms and conditions, service excellence
- To undertake relevant project work with support from the relevant HR BP which may include developing a response to a change in legislation, new ways of working etc.
- Support trade union meetings with the support and direction of a HR Officer/HR BP
- To facilitate and co-ordinate all Joint Management and Trade Union meetings including maintaining the meeting schedule and future pipelines; collating papers and agendas; taking minutes and monitoring action logs. Act as the contact point for Trade Union representatives.
- To oversee the receipt and co-ordination of Appeals and Employment Tribunal notifications and provide support in the coordination of the appeal hearings processes
- To maintain the record of all Coventry City Council policies and associated documents to ensure all policies are reviewed in a timely manner by the ER Lead
- Support in the delivery of training/education workshops on employee relations related matters.
- To be a Champion for the Council's values and associated behaviours, and actively support managers and leaders in reflecting them in practice, challenging where necessary
- To support managers and drive compliance with appraisals, statutory and mandatory training, and employee engagement

- To ensure continuing, personal, and professional development, taking ownership and accountability for staying up to date.
- Maintain appropriate records, systems and information in a way that allows up to date and timely information to be available and in line with relevant Data Protection legislation
- To work with and support HR Officers and HR Business Partner in the development and maintenance of workforce information to provide managers with a tool for more effective people management
- Maintain records and case files using Selenity and provide appropriate reports from the system
- Regular review of fixed term contracts, honorariums, maternity leave and other temporary payments to ensure they are utilised and managed effectively
- Produce HR reports from Resourcelink to support service meetings and the management of absence
- Under the direction of the ER Lead update/maintain the standard letters and materials used by employee relations and the Employee Relations intranet pages for accuracy, interest, and promotional materials.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: HR Officer

Date Reviewed: January 2022

Updated: January 2022



Coventry City Council

Person Specification

Post:	HR Advisor	Job Number:	
Service:	HR Service	Post Number:	1037105, 1037104
Location:	City Wide	Grade:	4

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none">• Relevant knowledge and understanding of employment law and HR best practice.
	<ul style="list-style-type: none">• Understanding of what Local Government does.
	<ul style="list-style-type: none">• Actively demonstrate and work with the organisational values.

Skills and Abilities:	<ul style="list-style-type: none">• Good written and oral communication skills and the ability to effectively communicate ideas and information to a range of audiences and stakeholders.
	<ul style="list-style-type: none">• Excellent digital skills to use a wide range of computerised office systems.
	<ul style="list-style-type: none">• Ability to deal with sensitive and confidentiality matters
	<ul style="list-style-type: none">• Ability to present information in a clear and relevant way for HR and wider .
	<ul style="list-style-type: none">• Ability to act on own initiative and organise and prioritise own workload each day
	<ul style="list-style-type: none">• Ability to build effective and positive working relationships with internal and external stakeholders to work collaboratively to achieve objectives.
	<ul style="list-style-type: none">• Ability to meet regular deadlines and work under pressure.
	<ul style="list-style-type: none">• Ability to identify when to escalate matters

Experience:	<ul style="list-style-type: none">• Handling a wide range of enquiries in a customer service environment
	<ul style="list-style-type: none">• Working proactively with a range of stakeholders, e.g., hiring managers, candidates, service providers.
	<ul style="list-style-type: none">• Working as part of a team.
	<ul style="list-style-type: none">• Inputting information accurately, production of letters, reports, and other documents

Educational:	<ul style="list-style-type: none">• Willingness to work towards a Level 3 CIPD qualification and to become a registered member with the CIPD
	<ul style="list-style-type: none">•
	<ul style="list-style-type: none">•

Special Requirements:	
----------------------------------	--

Date Reviewed: January 2022

Updated: January 2022