

# Job Description and Person Specification

Role: HR Advisor



# Job Description

<b>Job Title</b>	HR Advisor
<b>Grade</b>	4
<b>Service</b>	Human Resources Employee Relations Service
<b>Reports to</b>	Rosemary Artman
<b>Location</b>	City wide
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role

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 & Key Accountabilities

### Core Knowledge

### 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.

## Key relationships

External	Internal
West Midlands Employers HMRC Professional networks Academy Trusts Suppliers WMCA CIPD University of Warwick/Coventry	HR Services Service Directors /Managers Trades Unions

## 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder: None

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Relevant knowledge and understanding of employment law and HR best practice.	
Understanding of what Local Government does.	
Actively demonstrate and work with the organisational values.	
<b>Skills and Abilities</b>	
Good written and oral communication skills and the ability to effectively communicate ideas and information to a range of audiences and stakeholders.	
Excellent digital skills to use a wide range of computerised office systems.	
Ability to deal with sensitive and confidentiality matters	
Ability to present information to in a clear and relevant way for HR and wider .	
Ability to act on own initiative and organise and prioritise own workload each day	
Ability to build effective and positive working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	
Ability to meet regular deadlines and work under pressure.	
Ability to identify when to escalate matters	
<b>Experience</b>	
Handling a wide range of enquiries in a customer service environment	
Working proactively with a range of stakeholders, e.g., hiring managers, candidates, service providers.	
Working as part of a team.	
Inputting information accurately, production of letters, reports, and other documents	
<b>Qualifications</b>	
Willingness to work towards a Level 3 CIPD qualification and to become a registered member with the CIPD	
<b>Special Requirements</b>	

None

<b>Date Created</b>	May 2021	<b>Date Reviewed</b>	December 2023
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