

Role profile – HR Advisor

- **Location:** Number 1 Riverside (3 days a week, 2 days WFH)
- **Salary:** Grade 8, £42,123 - £48,738 p.a.
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Status:** Full time (37 hours), permanent contract

• **Benefits:**

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| <ul style="list-style-type: none">• Discounted parking available• Flexible working hours• Discounted Gym membership• Professional fees reimbursed | <ul style="list-style-type: none">• Workplace Wellbeing initiatives• Supportive and friendly team• Free EAP including for immediate family members• Lifestyle savings platform (Vivup) |
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Succeed at Rochdale

- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**

Overview - duties

- Provide expert and best practice advice, coaching and support to managers on employee relations, employee rewards and employee resourcing procedures.
- Contribute to the development and implementation of policies, procedures and practices to facilitate the provision of an effective HR service to the Council.
- Provide practical, expert HR advice to all managers of the Council relating to a broad range of complex and sometimes critical employee relations and rewards issues and national and local conditions of service across the wider organisational services.
- Support the development of corporate HR projects and priorities, particularly regarding employee relations and rewards matters

Purpose - objectives

Provide HR advice to managers, contribute to project work, undertake job evaluation and advisory casework, interpret and provide advice on national and local conditions of service and provide creative HR business solutions.

Support the wider HR Service in developing and implementing the Council's People Strategy

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Person specification

Assessed via Application Form

Skills Experience & Knowledge

1. Graduate member of Chartered Institute of Personnel & Development (CIPD) or equivalent experience within the HR sector

2. Experience of advising, training/briefing, and coaching managers on HR issues, policies and procedures at all levels from initial informal advice up to advising at hearings.

3. Experience of managing and undertaking a HR caseload including conduct, capability, sickness, grievance and harassment issues.

4. Experience of using (or having demonstrable transferable skills to be trained in using) computerised job evaluation systems to assess and evaluate job levels and grades.

5. Excellent ICT skills and experience of preparing and presenting data and information in complex reports, and summarising key concepts

6. Experience of working with a wide spectrum of individuals utilising a variety of communication techniques, skills and styles

7. Up to date knowledge of employment and equalities legislation

8. Knowledge and awareness of issues affecting employment in the public sector

9. Up to date knowledge of case law with particular implications for the public sector / local government

10. Knowledge and understanding of TUPE legislation and transfers in practice.

Values

Pioneering, Passionate & Proud

Please provide an example of a time when you were Proud of a piece of work you were involved in

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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills and experience

How assessed (A, I, P Assessment, Interview, Presentation)

1. Ability to approach the job at all times using the Council's values

Interview

2. Ability to prepare and present written documentation

Assessment

3. Ability to demonstrate organizational and analytical skills

Assessment

4. Ability to demonstrate negotiation and persuasion skills

Assessment

5. Ability to exercise judgement i.e. when to seek advice

Assessment

6. Experience of supporting and motivating colleagues and contributing to and working within a team environment

Interview

7. Ability to demonstrate a flexible approach to service demands

Interview

8. Experience of and ability to handle sensitive situations diplomatically, empathically and tactfully

Interview

9. Experience of working within a HR setting in a unionized environment

Interview

Knowledge

How assessed (A, I, P Assessment, Interview, Presentation)

10. Thorough knowledge of employment law and equalities legislation

Interview