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## Your job

Job Title: HR Advisor

Service: Human Resources and Organisational Development

Grade: G6

Reporting to: HR Business Partner

You will provide professional direction in accordance with the relevant policies and procedures, as well as the appropriate employment legislation, on employee relations matters such as organisational change, disciplinary, grievance, attendance management, dignity at work and performance capability.

### Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

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### In this job you will:

On an ongoing basis you will:

- Provide accurate and timely HR advice to all our customers.
- Respond to HR queries as part of the HR advice hub (redirecting to colleagues as appropriate).
- Produce and analyse data, identifying necessary management actions where appropriate.
- Assist managers in the timely completion of investigations and the preparation of cases.

- Support managers with the preparation and presentation of information at meetings/hearings.
- Provide support to enable the delivery of key HR projects.
- Assist HR colleagues with the implementation of Organisational Change processes.
- Operate and advise in line with appropriate policies and procedures and employment legislation.
- Liaise with key stakeholders both internally and externally.
- Assist with identifying business focused solutions that enable customers to effectively deal with HR matters.
- Provide guidance and support to HR Assistants.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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### In this job you will need:

You must be able to demonstrate the following essential requirements:

- CIPD Level 5 qualification or equivalent level of experience, knowledge and skills relevant to requirements of the post.
- Associate Member of CIPD (or evidence of working towards).
- Experience of providing advice on HR/employee relations matters.
- General understanding of employment law and Local Government terms and conditions of employment.
- The ability to assist in identifying service improvements and modernise working practices in using new technologies.
- Good influencing and negotiating skills.
- Evidence of the ability to support projects within agreed timescales.
- Ability to prepare and present information/presentations to a range of audiences.
- Ability to break down problems and provide business focused solutions.
- Ability to work effectively on own initiative, but also work effectively as part of a team.
- Excellent interpersonal skills and the ability to build and maintain effective working relationships with customers, colleagues, trade unions and external partners.
- Good level of ICT skills.
- Ability to work flexibly and travel in and out of the borough (when required) and hold a current valid driving licence.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”