**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Lead HR Consultancy Adviser | **Grade**: PO3/4 |
| **Section**: Human Resources | **Directorate: Resources** |
| **Responsible to following manager:** HR Business Partner  | **Responsible for following staff:** Up to 5 HR consultancy Advisers |
| **Post Number:**tbc | **Date:**April 2017 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To manage a small team of advisers and be part of the consultancy team which provides support to managers on a wide range of HR processes and activities including projects, casework, recruitment, organisational development, and other areas.

**Specific Duties and Responsibilities**

1. To effectively and proactively manage a small team of HR Consultancy Advisers and ensure they can advise and provide support in all areas of HR to the highest possible standard.
2. To work with other leads to develop the team as a highly effective team – ensuring sufficient coverage between the members of the team and work act as an action learning set to ensure solutions are discussed and proposed without the need for escalation to management.
3. To ensure work is delegated fairly and consistently to ensure all HRCAs have a diverse and challenging, but manageable workload.
4. To spend significant working time physically located in the business areas allocated to you, as well as working flexibly and remotely to raise own profile and visibility in the directorates.
5. To work closely with the Business Partner team to provide support to allocated business areas and develop a deep understanding of the needs of directorates.
6. To regularly advise managers and staff on the full range of HR policies and processes, especially those that are complex and sensitive, to deliver outcomes that are consistent with best practice, high performance, and employee engagement.
7. To provide advice and support to managers on the recruitment and selection process and to liaise with Managers and Business Partners in managing complex and large-scale recruitment exercises.
8. Advises and supports managers and HR colleagues on all aspects of organisational change including TUPE transfers and supporting the job evaluation process.
9. Working with the Learning and Development team, Prepares and delivers development, training courses and briefing sessions relating to staffing issues topics as required.
10. Develops a number of areas of expertise and ensures the Council is fully aware of any changes or developments and policy and practice is amended to reflect these.
11. To manage and expedite a caseload of complex employee relations cases and take a leading role in managing employment tribunal claims and ensuring “lessons learnt” is embedded.
12. Contributes to projects including working within set timescales and assisting in the implementation of the outcome.
13. To utilise regular management information to identify and monitor HR issues in designated areas and ensure appropriate HR support is provided to enable managers to respond appropriately and to horizon scan to ensure HR are aware of all relevant developments that have a people element.

**Progression Criteria**

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Head of Human Resources. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

**Additional Criteria for progression to PO4 of the linked grade.**

* Takes a leading role in managing and implementing major projects including organisational development initiatives.
* Regularly advises and coaches senior management colleagues on a wide range of complex, sensitive, and substantial issues.
* Supports consultation and negotiation exercises with trade union representatives.
* Assist managers in the identification of future staffing needs and the development of HR plans and strategies to meet those needs and supports the HR Management team in the development of the service level workforce plan.
* Deputises for the HR Consultancy Manager or HR Business Partner as required.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Person Specification**

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| **Section:** Human Resources | **Directorate :** Resources |
| **Responsible to following manager:**HR Business Partner  | **Responsible for following staff:**Up to 5  |
| **Post Number/s: tbc** | **Last review date:** June 2017 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C \*** |
| **Knowledge**  |
| Good working knowledge of the HR function, including people management best practice | **A/I** |
| Knowledge of project management principles |  |
| Understanding of responsibilities of Children’s Act 2004 in relation to safeguarding children, young people and vulnerable adults as it applies to this role within the Councils | **A/I** |
| Knowledge of the principles of equality and diversity for the purposes of working effectively with and within a diverse workforce | **A/I** |
| Ability to think creatively, pragmatically and outside the box.  |  |
| **Experience** |
| Experience of supporting change management | **A/I** |
| Experience of effective, complex case management skills | **A/I** |
| Experience of working with trade unions and staff representatives | **A/I** |
| Experience of managing staff | **A/I** |
| Experience of coaching, supporting and mentoring managers and HR staff  | **A/I** |
| Ability to influence and persuade managers  | **I** |
| Successful track record of resolving complex issues |  |
| **Skills** |
| Effective oral and written communication skills | **A/I** |
| Effective organisational and prioritising skills  | **A/I** |
| Excellent IT skills including MS Office applications and HR database management | **A/I** |
| Solution focused approach |  |
| Ability to demonstrate a flexible approach to work to meet changing demands | **A/I** |
| **Qualifications** |
| Chartered Member of CIPD or willingness to study, and evidence of continually updating personal knowledge and expertise in HR best practice | **A/ C** |

**A – Application form/ CV**

**I – Interview**

**T – Test**

**C - Certificate**