

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

Designation:	<b>HR Adviser</b>	Grade:	PO2
Reports to (Designation):	HR Business Partner, Directorates	Grade:	PO4
Directorate:	Office of the Chief Executive	Section:	Human Resources

#### **Main Purpose of the job:**

1. To provide specialist, professional HR advice across all Council directorates. The role will provide expert advice on employment legislation and on Council policies and procedures. As part of the HR Team, it provides a comprehensive value added, high quality Human Resource Management Service in partnership with directorate services, ensuring the delivery of a customer focused professional service.
2. To lead on specific service plan and work programmed areas and projects as allocated. Working collaboratively across the HR Community to deliver common service plan objectives, including the provision of advice and support across directorates as required.
3. To support and maintain the improvement of the quality of people management across the Directorates, by ensuring that managers know how to access HR services and support in a timely way and that they are well informed and equipped to fulfil the expectations of them in relation to people management practice and policies.

#### **Summary of Accountabilities and Personal Duties:**

1. Support the delivery of services' priorities in all aspects of people management, by delivering a first class HR service and providing expert HR advice, guidance and support to all managers across the Directorates on complex issues and cases, including organisational change, and employee relations case work, ensuring the delivery of a customer focused and professional service that improves people management practice across the organisation.
2. Act as the Council's human resource advisory expert on employment legislation; policies and procedures; conditions of service and best practice. This will include, advising and coaching managers at all levels to improve people management practice and performance across the Directorate; undertake mediation/negotiation to resolve employee relations matters; and represent HR as required at cross directorate and corporate meetings and working groups.

3. Maintain constructive working relationships with trade union representatives and other staff representatives. Undertake consultation and negotiation participating as necessary in Directorate consultative forums.
4. Lead and manage a diverse and complex caseload advising managers at all levels, ensuring cases are managed and progressed in a timely manner. To maintain accurate case management records to provide qualitative and quantitative feedback to identify people management trends across the Council.
5. Provide advice and support to managers on complex management of change issues including reorganisation/restructuring, redundancy/redeployment, outsourcing/TUPE, job evaluation and consultation processes. This will include providing advice on financial and equality implications; and establishment control and reconciliation.
6. Provide feedback on the effectiveness of HR policies and protocols across the Directorates, identifying areas for improvement and development ensuring this informs the development of HR policy to support the smooth running of the Council. This will include supporting (and where appropriate drafting) HR policy development as allocated.
7. Design and deliver HR related people management practice training and play an active role in the delivery of induction events, employee engagement activities, and diversity and inclusion initiatives.
8. Analyse and produce briefing notes, management information reports, and HR related correspondence for senior managers on a range of HR issues.
9. Advise on content of Job Descriptions and Person Specifications and undertake job evaluations for appropriate jobs across the council.
10. Work and collaborate with legal services on the legal implications of case work. Prepare witness statements for Employment Tribunals and attend as witness or to instruct council lawyers as required.
11. Actively participate and contribute to the continuous review, development and implementation of the People Management Strategy to ensure a suitable workforce to meet changing service needs and policy changes.
12. Support the development of a working environment where every individual's unique contribution is valued and respected, enabling all employees to thrive and achieve their full potential.
13. Undertake research and project work as required including preparing and presenting reports.
14. Undertake any other duties commensurate with the post

Ensure that confidentiality is maintained at all times

All employees are required to:

- Actively promote equality and diversity in the workplace
- Participate in the Performance Evaluation Scheme and to undertake appropriate training and development identified to enhance their work
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- Comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public
- Assist in carrying out the Council's environmental policy within the day to day activities of the post
- Undertake other duties, commensurate with the grade, as may reasonably be required
- Treat all information acquired through employment, both formally and informally, in strict confidence

### **Contacts**

These will include

**Internal Contacts:** Managers at all levels, employees, trade unions

**External Contacts:** HR leads and senior managers at key partner organisations in Lewisham, occupational health, other London local authorities, London Councils, the GLA and the LGA.

**Number of fully managed staff: 0**

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE FROM TIME TO TIME



	<p>performance management and the employee experience.</p> <p>Good understanding and experience of the political interface in a local authority and the role and needs of elected members.</p> <p>Experience of successfully managing relationships and stakeholders within a complex organisation.</p> <p>Experience of working in a unionised environment</p>	<p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p>
<b>Aptitudes &amp; Skills</b>	<p>Strong communication skills – able to speak confidently, persuasively and articulately and to write clearly and effectively.</p> <p>Highly organised, able to prioritise and handle change, and to lead a team to work calmly and effectively under pressure and to meet deadlines</p> <p>Ability to use information technology including MS Office and financial and human resources management systems.</p> <p>Good project management and financial management knowledge.</p> <p>Astute, with the ability to identify long and short term risks and opportunities, and to think creatively and work collaboratively to develop and deliver practical solutions</p>	<p><b>S</b></p> <p><b>S</b></p>
<b>Personal Qualities/Behaviours</b>	<p>Be <b>resident focused</b>. With the ability to listen to learn, think broadly and find solutions, make decisions and take action.</p> <p>Be <b>ambitious to improve</b>. A person who takes responsibility, creates and innovates, measures and evaluates.</p> <p>Take a <b>one Council</b> approach. Inspiring and communicating, trusting and empowering, collaborating.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect</p>	

	<p>Ability to work collegiately in a matrix environment and to provide training, development, and coaching to colleagues.</p> <p>Proactive, positive, customer centric and determined to add value.</p> <p>Evidence of commitment to continued professional development.</p>	
<b>Qualifications</b>	Chartered membership of the Institute of Personnel and Development or demonstrable equivalent experience.	<b>S</b>
<b>Circumstances</b>	Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	
<b>Physical</b>	Generally, must meet LB Lewisham requirements for the post.	