



POST TITLE	HR CONSULTANT (EMPLOYEE RELATIONS & POLICY)
DIVISION / SECTION	HUMAN RESOURCES
DEPARTMENT	CUSTOMER & CORPORATE SERVICES
RESPONSIBLE TO	LEAD HR CONSULTANT, EMPLOYEE RELATIONS & POLICY
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	YES

PURPOSE OF JOB

Undertake a range of projects/areas of work within and across the following areas:

- Employee and Trade Union relations
- Policy Development

Through robust research, analysis, and stakeholder engagement, make a contribution to the development of our Employee Relations and Employment Policy agenda.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support the development of best practice policy, guidance, practice and process to embed the desired organisational culture and supports the strategic delivery of our Business Plan and People Strategy.
- Undertakes benchmarking, research, and analysis, internally and externally, to provide meaningful insight when developing robust recommendations for policy development.
- Undertake a range of projects/areas of work ensuring outcomes are delivered on time and to a high standard.
- Supports with trade union meetings including agenda planning, preparation of papers and briefings of stakeholders.
- Works collegiately with the ER and Policy team and wider HR teams to ensure work developed and delivered supports the delivery of our People Strategy.
- Engages with wider teams to input into the development of supporting initiatives e.g. learning and training in respect of policies, communication team etc.
- Takes an approach which achieves organisational cultural change through involvement, collaborative working and building strong working relationships.
- Identifies opportunities for continual improvement to achieve organisational goals.
- Ensure all deliverables are compliant with any relevant legislation, aligned to council policies and values, and integrated with our Business Plan and People Strategy.
- Prepare reports, briefings, presentations and other relevant documents to support policy development and partnership working.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY, INNOVATION, RELATIONSHIP MANAGEMENT, DECISION MAKING)

- Knowledge of human resources policy, practices and process, and supported by relevant professional or academic qualifications or equivalent experience at an organisation of similar size, scale and complexity.
- Demonstrate a curiosity to grow knowledge and personal insight to help with continuous personal and professional development.
- Demonstrate creativity and innovation to develop proposals within a strategic context
- Demonstrate analytical and critical thinking to help resolve issues or make improvements within a strategic context.
- Bring complexity to life making it easy and simple to understand.
- Proven ability to identify, build and develop productive working relationships with internal and external stakeholders.
- Proven ability to influence and negotiate to achieve desired outcomes.
- Proven ability to interpret, analyse, compare and contrast data and information to help drive continuous improvement.
- Demonstrate effective communication skills and understanding of the target audience at all levels across the organisation and externally.
- Demonstrate sound judgement in decision making within agreed governance controls.

ENVIRONMENT

- Manage own time to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office-based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- There is typically no management or supervision of staff required in the role, however, the post holder may occasionally be responsible for small numbers of staff on a temporary or project basis.

RESOURCES

- The post will not normally be responsible for non-staffing budgets. The post will have shared responsibility for the security and maintenance of council wide information systems.

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.