

Position Title	HR Consultant, Employee Relations & Policy
Team	Human Resources
Directorate	Customer & Corporate Services
Responsible To	Lead HR Consultant, Employee Relations & Policy

Person Specification

Qualifications, training & professional membership	• Qualified to degree level in a relevant discipline or able to demonstrate equivalent experience	Essential
	• CIPD Chartered professional membership or equivalent	Desirable
	• Evidence of continuous professional development	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Experience of Employee Relations landscape	Desirable
Knowledge of Employee Relations landscape	Essential
Experience of employment policy research, development and implementation in a multi-discipline organisation	Desirable
Knowledge of employment policy research, development & implementation in a multi-discipline organisation	Essential
Ability to interpret and respond to complex employment policy queries	Essential
Excellent written and verbal communication skills, with the ability to interpret, develop and communicate policies, procedures and guidance effectively to HR, colleagues and other stakeholders in an inclusive, clear manner.	Essential
Knowledge of facilitation and consultation	Essential
Ability to constructively engage and work with a wide range of internal and external stakeholders to ensure projects meet desired outcomes.	Essential

Ability to develop strong relationships across our organisation seeking to influence the right behaviours and the best possible outcomes	Essential
Ability to support colleagues to lead in alignment with our vision and values	Essential
Be seen as a trusted adviser	Essential
Ability to bring forward proposals for improvement and contribute to our organisational effectiveness.	Essential
A proven ability to plan, manage and deliver complex projects	Desirable
Ability to adapt influencing styles to support resolution in a respectful, inclusive and constructive way	Desirable
An authentic individual who can lead by example, inspiring confidence and building respect	Desirable
Ability to think creatively in the analysis and resolution of complex issues, assess impacts and provide recommendations where appropriate.	Desirable
Experience in report writing and development of business cases to support key outcomes.	Desirable

Our Behaviours	
These apply to all posts	
Respect	We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.
Integrity	We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city
Flexibility	We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning