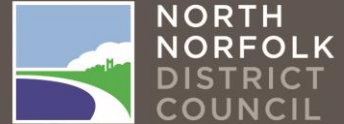


JOB DESCRIPTION



HR Advisor (Post 2394)

Service Area

Human Resources

Manager/Team Leader

HR Manager

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To provide a first line support to staff and managers on the full range of HR issues, supporting the HR Business Partners with case management and projects.

Key Result Areas

1. Provide advice and guidance to managers and staff on the full range of HR policies and processes.
2. Manage the recruitment and selection activities of the Council, working closely with recruiting managers, the HR and Payroll Co-ordinator and the relevant HR Business Partner.
3. Manage the Sickness Absence Review process by monitoring sickness levels, supporting line managers to hold effective sickness absence review meetings and making referrals to Occupational Health where required, liaising with the relevant HR Business Partner as appropriate.
4. Provide cover for the HR and Payroll Co-ordinator including drafting terms and conditions and offer letters in their absence.
5. Working with other team members on development and implementation of policies.
6. Investigating, designing, developing, implementing, and supporting new working practices, policies and systems relating to all aspects of the HR service.
7. Working with the HR Manager, arranging learning and development activities such as staff induction, appraisal training, management training and all ad hoc training requests.
8. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
9. Any other work required and as directed within the confines of the existing grading and post.

PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

HR Advisor (Post 2394)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Demonstrate ability, knowledge and understanding of performing HR duties in a busy office environment	✓		Appl Form*/ Interview
	Demonstrate ability to work in a close team environment	✓		Appl Form*/ Interview
	Comprehensive HR experience including providing advice to managers and staff on a range of HR topics	✓		Appl Form*/ Interview
	Demonstrates an understanding of current employment law and best practice	✓		Appl Form*/ Interview
	Experience of managing the recruitment and selection process	✓		Appl Form*/ Interview
	Experience of sickness absence management	✓		Appl Form*/ Interview
Qualifications	Good standard of general education to 'A' Levels or equivalent	✓		Application Form
	CIPD Level 3 Qualification	✓		Application Form
	BPS Level A qualified		✓	Application Form
Skills	IT Skills: <ul style="list-style-type: none"> • MS Word • Excel • Internet / email 	✓ ✓ ✓		Appl Form*/ Interview
	Good organisational skills	✓		Interview/ Test
	Good interpersonal and customer care skills	✓		Interview
	Attention to detail	✓		Test
	Good written and verbal communication skills	✓		Appl Form*/ Interview/ Test
	Professional and confident communicator	✓		Appl Form*/ Interview

*In order to assess this from the application form we require you to provide an example

Aptitude and Disposition	Ability to work with minimal supervision and using own initiative	✓		Interview
	'Can do' approach	✓		Interview
	High levels of tact and discretion	✓		Interview
	Flexible approach to work	✓		Interview

*In order to assess this from the application form we require you to provide an example