
Recruitment information

Job description and person specification

Your title	HR Adviser
DBS check	N/A
Post number	PRN000331
Your team	Policy & Performance
You would be based	Civic Centre, Esher
Your line manager	HR Manager



Elmbridge
Borough Council
... bridging the communities ...

About the role

You will be part of the Human Resources Team which is within the Council's Policy and Performance service area. The wider team has responsibility for a broad range of areas including communications, community safety, overview and scrutiny, strategic planning cycle, performance monitoring, economic development, strategic-level consultation, HR, learning and development, health and wellbeing and business improvement.

As an HR Adviser within the team, you will support us through:

- Assisting in the planning, delivery and evaluation of a range of projects, such as creating new internal policies and changes to processes
- Assisting with employee relations and performance management is also a key part of this role, from disciplinary to grievance processes and performance capability.
- Managing, tracking and supporting the day to day communication between Elmbridge employees and our outsourced HR provider, MHR
- To develop and maintain our HR system ensuring it is up to date and the user experience is enhanced.

Supporting the HR function of the Policy and Performance Team

The main purpose of the role:

To provide support to the HR function within the Policy and Performance Team. As an HR Adviser, you will have exposure to many different aspects of HR. However, it should be noted that most of the transactional activities, such as holiday balance queries and co-ordinating advertising for new staff, are carried out by an outsourced provider and a primary responsibility of this role is managing communication between Elmbridge Borough Council employees and MHR. Providing employee relations and general HR advice and developing the iTrent system and troubleshooting are key to this role.

Specific duties and responsibilities

- Provide support to the HR Manager in relation to all aspects of the HR function.
- Assist with the delivery of the Council's People Strategy.
- Assist in the development of HR strategy, policies, procedures, guidance documentation and management systems.
- Monitoring, reviewing and updating all HR Policies and ensuring these are in line with the current legislation.
- Produce and report the MHR KPIs and attend relevant appropriate user group meetings.
- Maintain and develop the iTrent system, including scheduling system upgrades as necessary and dealing with internal enquiries.
- Maintain the lists of Politically Restricted Posts and posts requiring DBS checks.
- Responsibility for onboarding and exit interviews.
- Assist with the management of the recruitment tracker and employee movement tracker in consultation with the HR Manager.
- Assist with the day to day administration of Agency Worker placements and liaison with the Managed Service Provider.
- To ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Contractor, for example; contractual variations, new starters, leavers, contractual benefits and staff benefits.
- Assist with the HR Mailbox.
- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data.
- Support managers to undertake formal investigations and provide HR support at formal meetings acting as the HR Adviser to panels or taking notes of meetings as appropriate.
- Provide managers with advice and support to improve attendance at work, including liaison with occupational health in consultation with the HR Manager.
- Maintain information systems and statistical data to support the HR function, providing appropriate reports from the system.

- To undertake and work with and support the HR Manager in the development of HR systems.
- Assist in general administration tasks for the team and Finance, for example; sorting post, telephone answering, devising standard Human Resources/Payroll documents and letters and manage the HR inbox.
- Assist in arranging and undertaking Right to Work checks and DBS verification.
- Research and development of HR policies.
- Adhere to the Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.
- To keep up to date with employment law and understand and advise on the Council's HR policies and procedures in line with employment law and recent case law.
- Carry out duties pertinent to the scope of the post and grade as directed.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

HR Adviser
Team: Policy & Performance
Salary: £38,791 - £40,751
 (Please note that we will be
 appointing at the starting salary for

this post)
Post no: PRN000331
Hours: 36
Car allowance: C4

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent	D	A
2	CIPD Level 5 qualification or equivalent relevant experience.	E	A, I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3	Experience of team work (either work-based or gained through education)	E	A, I
4	Experience of undertaking research and analysis on a range of subject areas	E	A, T, I
5	Experience of HR administration and systems, including payroll	E	A, I
6	Experience of coaching and developing individuals	D	A, I
7	Experience of case management and supporting/attending formal meetings	E	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
8	Able to use a variety of communication tools and able to produce reports and analysis	E	A, T, I
9	Able to problem solve and take a solution focussed approach	E	A, T, I
10	Works well with others and treats everyone with fairness and respect	E	A, I

11	Encourages new ideas and looks for new ways of working	E	A, I
12	Good IT skills (we use Microsoft 365 so experience of Word, Excel, PowerPoint as well as some database and HR system experience would be helpful)	E	A, T, I
13	Ability work to deadlines and under pressure.	E	A, T, I
14	Strong organisational skills	E	A, T, I
15	Ability to support managers including undertaking notes/minutes at meetings	D	A, I
16	Able to deal sensitively and appropriately with confidential information.	E	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
17	Able to attend additional and external training as required	E	A
18	Willingness to work flexibly	E	A
19	Hold a valid driving licence and have access to a vehicle	D	A