

HR Advisor – Grade 9-10

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

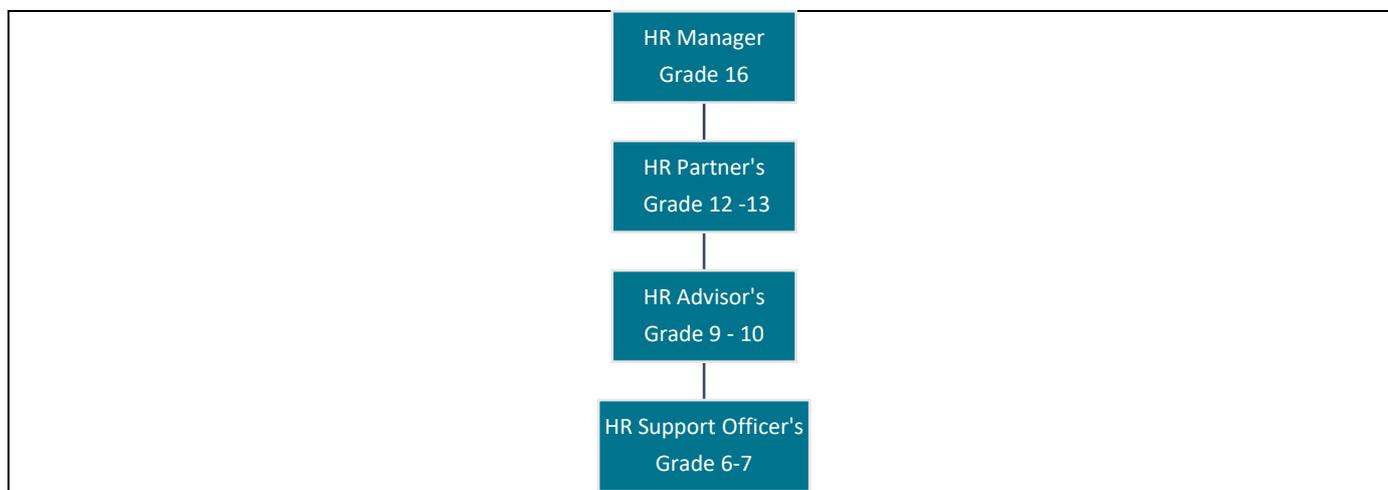
We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative wherever they work. We want our employees to reflect our communities and celebrate our diversities. As a member of the HR Team, you will help to deliver an effective, solutions-based HR Service (comprising HR Service Delivery and Workforce Strategy) for the Council and Schools. The right behaviours and attitudes are as important to us as the skills you bring to the job and we are working hard to create the right behaviours and attitudes for the Council today and tomorrow.

This role is based within Corporate Services. Find out more about [working for Kirklees](#).

Key areas of responsibility

- Develops a strong partnership approach with managers in services and schools and strives for a good understanding of the service areas.
- Works closely with other HR Advisors to ensure services are being provided effectively, linking in with HR Partners and HR Leadership Team as appropriate.
- Works closely with the trades unions to maintain a healthy relationship.
- Helps develop policies and procedures of a high standard and ensures they are easy to use.
- Ensures that case work is carried out efficiently, using a coaching style with managers, and delivers an excellent level of service.
- Works within the HR budget, helping to make savings whilst still delivering the best service possible.
- Strives to improve the customer experience by keeping up to date with the best HR practices.
- Makes the best use of the technology available to improve the service, tapping into networks of creativity and expertise.
- Assists on HR projects.
- Takes part in key workstreams across the service.
- Provides a healthy challenge to the status quo and helps to provide innovative solutions.
- Uses information and intelligence to provide analysis and insight to help managers and HR colleagues to make informed decisions.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
CIPD qualified or have equivalent experience of working in HR within a large multi-unionised organisation.	Essential
Broad HR experience covering most of the major HR functions.	Desirable
Good working knowledge of employment legislation and confidence to apply it.	Essential
Experience of handling difficult situations and problems and resolving them effectively.	Essential
Experience of presenting information in formats suitable for a variety of audiences.	Essential
Good industrial relations skills and the ability to form good working relationships with the unions.	Desirable
Good team working skills	Essential
Has a sensitive and confidential approach.	Essential
Understands how HR integrates with other Council services to provide an efficient and effective HR Service.	Desirable
Experience in using HR processes, policies, practices, tools and approaches effectively.	Essential
Commitment to continuous professional development as a HR professional.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Human Resources	Grading ID	64520 and 64530
Job ID	80100687	Last Updated	6/8/20
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No