

Designation:	HR Change Advisor
Grade:	Stroud 4
Hours:	29 hours per week
Location:	Ebley Mill, Stroud
Job Purpose:	To support the HR Manager and the Council's Corporate Change Programme, offering first line HR Advice and HR transactional support in service area re-designs
Responsible to:	HR Manager
Responsible for:	No line management responsibility

KEY DUTIES

- Ensure HR transactional activities associated with the Corporate Change Programme (CCP) are completed on time and in accordance with relevant HR policies.
- Ensure HR template letters and key documents (i.e. employment contracts) are continuously maintained and produced on time and accurately for the Corporate Change Programme.
- Administrative support and facilitation between employees, service areas and outplacement support.
- Attend consultation meetings as necessary offering first line HR advice and support.
- Ensure project plans and timelines associated with service area reviews are adhered to with clear communication to all relevant stakeholders throughout the process.
- Support in the communication of key HR messages and ensure it is understood by relevant staff (The HR Hub pages and guidance material)
- Support on the recruitment activity (including re-deployment) associated with the Council's Corporate Change Programme
- Process payments as necessary to employees, being mindful of payroll and payment process within agreed timescales
- Support the HR function in all general HR activities as required:
 - Employee absence monitoring
 - Providing first line HR advice on general HR queries
 - Support on HR casework as required
 - Recruitment

SKILLS AND KNOWLEDGE

- Qualified to a minimum Level 5 CIPD
- Relevant practical experience in a generalist HR team
- Experience in change management processes and HR initiatives in association with these processes
 - Ability to manage own time and prioritise own workload
 - Good interpersonal and communication skills with the ability to deal with matters sensitively and tactfully
 - Effective decision making and problem solving skills with the ability to work using initiative
 - Good level of IT literacy with experience of MS Office
 - Organised and well prepared
 - Excellent accuracy and attention to detail
 - Ability to work with confidential information

COMPLEXITY AND CREATIVITY

- Continuous improvement approach to transactional HR processes and HR policies
- Support in delivering the HR function as part of wider project plan

JUDGEMENT AND DECISIONS

- Able to show insight and good judgement to enable senior stakeholders to make reliable and informed decisions.
- Required to exercise discretion and judgement across a range of business areas which may lead to changes in Council policy.

CONTACTS

- Members of the Council
- Members and staff of other local authorities / partner agencies
- Suppliers and contractors
- Professional networks

RESOURCES

Little or no responsibility for physical or financial resources

TRAVEL DESIGNATION

HMRC reimbursement rates for any mileage conducted on Council business.

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.