

<b>Designation:</b>	<b>HR Advisor (Change)</b>
<b>Grade:</b>	<b>Stroud 4</b>
<b>Responsible to:</b>	<b>Senior HR Operations Partner</b>
<b>Service Area:</b>	<b>Corporate Services</b>
<b>Post Number:</b>	

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- Intermediate Certificate in HRM (CIPD Level 5) ideally or relevant practical experience in a generalist HR role

### EXPERIENCE

- Experience of working in a busy HR team, offering guidance to managers and employees on change processes within the Council and on general queries as appropriate
- Experience of supporting change management processes
- Experience of working to tight timelines
- Experience of reviewing and making recommendations for improved processes/documentation
- Experience of working with HR policies and best practice
- Good ICT skills with experience of working with MS Office

### SKILLS & KNOWLEDGE

- Knowledge and awareness of recruitment processes connected with restructuring and the transactional HR processes associated with this
- Empathic, sensitive and supportive towards employees and managers in re-design processes
- Knowledge and awareness of employment law, HR policies and procedures with the ability to offer first line HR advice
- Ability to work to set deadlines with an understanding of the wider project plan
- Ability to identify support mechanisms and initiatives for service areas going through the redesign process
- Excellent interpersonal and communication skills
- Ability to manage own time, large work loads and be able to prioritise tasks
- A sound understanding of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.

### PERSONAL ATTRIBUTES

- Excellent customer focus
- Excellent communication skills with the ability to communicate at all levels with a wide range of audiences
- Excellent attention to detail
- Excellent team player with a can do attitude
- The ability to work across service areas
- Organised, accurate and well prepared
- Ability to build good working relationships
- Ability to work with confidential information

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### QUALIFICATIONS

### EXPERIENCE

- Relevant experience in a similar HR role in the public sector.

### SKILLS & KNOWLEDGE

- Knowledge of working with trade unions

## CORE COMPETENCIES

### Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

### Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

### Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### Innovating

You will be able to seek better, more effective ways of delivering services.

### Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

### Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.