

Designation:	HR Operations Partner (Maternity Cover)
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To advise and support managers and employees within the council on HR best practice methods, developing proactive HR solutions to drive the Council forward, implementing improvements to people management processes and practices
Responsible to:	Interim HR Manager
Responsible for:	No direct reports

KEY DUTIES

- Provide HR advice, information and professional support to managers and employees within the council
- Manage the day to day aspects of the employee lifecycle, including employee relations and engagement, performance and absence management and recruitment, Play a key role in employee relations casework.
- Provide advice and support to managers on change management processes, including restructuring and the application of employment law and employee relations policy and practice
- Work independently with senior managers and employees within the Council in offering HR advice and guidance inline with best practice, and the Councils policies, complying with employment legislation
- Undertake and complete HR projects which ensure continuous improvement and demonstrate added value to the team and wider Council
- Promote and develop the HR service by liaising with customers, evaluating feedback and encouraging a positive working relationship
- Maintain an up-to-date working knowledge of employment legislation/statutory responsibilities and operational best practice and proactively demonstrate this in the role.
- Provide line management as required to the HR Team inline with line management responsibility.

SKILLS AND KNOWLEDGE

- Level 7 qualification in CIPD and extensive operational experience in HR
- Full membership of the CIPD (MCIPD)
- Able to evidence substantial experience in a generalist HR role, spanning all aspects of the employee lifecycle, including the L&D function
- Excellent interpersonal communication skills both written and verbal
- Ability to independently manage own time, large workloads and prioritise tasks
- Experience of employee relations, including handling complex ER cases and change management processes
- Up-to-date knowledge of employment law with the ability to interpret and apply this to practical working situations..

COMPLEXITY AND CREATIVITY

- Advise managers on the interpretation and application of employment law and HR policy and practice
- Review, evaluate and develop HR policies and practices, including researching and drafting of procedures with the ability to write new policies where required.
- Implement creative and innovative HR solutions to improve service delivery of the HR team and add value to the council.

JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

CONTACTS

Contacts

- Managers and staff of the council
- Members of the council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

RESOURCES

- Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Any mileage conducted on Council business will be reimbursed inline with HMRC rates and in accordance with the Councils Travel and Subsistence Policy.

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 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.