

RICHMONDSHIRE DISTRICT COUNCIL (RDC)

HR & PAYROLL SERVICE

JOB DESCRIPTION

JOB TITLE	HR ADVISOR	POST NUMBER	RES HR 02-03
----------------------	-------------------	------------------------	---------------------

MAIN PURPOSE OF JOB:

To provide an efficient and professional HR advisory and support service to managers and staff in RDC.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Reports directly to the HR and Payroll Manager

RANGE OF DECISION MAKING:

Contribute to HR Services and Workforce Development Planning across RDC.

Contribute to the development of HR policies and procedures and advise managers on application.

Advise on best practice in areas of HR Management including:

- recruitment and resourcing
- working practices and employment casework
- employment legislation
- equality, diversity and inclusion
- employee H&S and Wellbeing

Contribute to decisions on purchases of materials and consumables within parameters of delegated responsibility

RESPONSIBILITY FOR ASSETS, BUDGETS, MATERIALS, ETC:

Information: Personal responsibility for designated PC equipment and associated systems and data

Equipment: HR designated PC and peripheral equipment

RANGE OF DUTIES AND RESPONSIBILITIES:

You will agree key specific objectives with the HR and Payroll Manager, who will assess results and outcomes at agreed intervals and in line with the systems and processes in place within RDC.

- Provide HR advice and guidance to Managers and employees, to include preparation for and advice at Hearings/Panels, with particular reference to :
 - Recruitment and Selection (including safe recruitment / DBS and coordinating work experience as required)
 - Probationary Periods
 - Disciplinary, Grievance and Capability cases
 - Absence Management and occupational health guidance (to include referrals)
 - Family Leave Policies
 - Contractual issues
 - Retirement
 - Welfare and employee benefits
 - Change Management Procedures
 - Job Evaluation
 - Flexible working
- Research, develop and produce draft HR Policies and Procedures in line with organisational and legislative requirements, including revisions and version control
- Contribute to service improvement and development in the HR & Payroll function
- Addressing identified HR performance issues with HR support staff, including contributing to regular appraisals, teamwork and individual situations
- Forward plan, monitor and manage HR support staff activities; ensuring deadlines are achieved in line with the HR and Payroll Service Plan and organisational expectations
- Contribute to organisational development, participating or leading on projects or workstreams as identified
- Produce information for employee- related meetings and presentations and briefings
- Maintain all electronic and manual HR records, ensuring they are accurate, up-to-date, provide an audit trail and comply with GDPR legislation and Information Governance arrangements.
- Represent HR at internal/external meetings in line with employee relations and organisational requirements
- To be system administrator and contribute to development of the current HR and Payroll system (iTrent), to include provision of accurate data and any future developments relating to the HR/Payroll system

- Liaise closely with Payroll and ensure timely and accurate information is provided to support a robust payroll regime
- Provide a range of HR-related management information as required
- Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
- Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
- Carry out your role in line with the Council's Equality agenda.
- Comply with health and safety policies and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
- Any other duties of a similar nature related to this post that may be required from time-to-time.

CONTACTS:

RDC 's Senior Management Team, HR & Payroll Manager, colleagues in the HR and Payroll Team, management teams, employees and employee representatives, employee groups, ACAS, providers of the Council's Legal Advice Service, Councillors, Public, visitors and other organisations.

SPECIAL CONDITIONS OF SERVICE:

UPDATED BY: Jo Holland	ASSESSMENT DATE: 27.01.2011
DATE UPDATED: July 2019	ASSESSED BY: John Stafford
	POST GRADE: <i>10</i>

Job Description

agreed by postholder.....

Date.....