



## JOB DESCRIPTION

<b>Job Title</b>	HR Officer		
<b>Directorate</b>	Workforce and Localities		
<b>Reporting to</b>	Strategic Manager HR Practise		
<b>Grade</b>	10		
<b>Evaluation ref:</b>	AG0075	<b>Job ref:</b>	<b>Family</b> PRC10
<b>Role purpose</b>			
Provide professional advice, guidance, and support to managers, headteachers and governors across the Council on a wide range of employment and related issues.			
<b>Responsibilities</b>			
<ul style="list-style-type: none"><li>• Deliver options, progress, and solutions on a range of casework including (but not exhaustive) recruitment, performance, investigations, disciplinary, grievances and interpretation of terms and conditions of service.</li><li>• Work closely with managers, headteachers and governors on resolving key business and people led problems and issues by putting forward and considering a range of innovative solutions which meet business requirements whilst complying with policy, employment law and statutory regulations.</li><li>• Support and guide service managers in dealing with investigations and disciplinary and other conduct matters to support and protect the interests of the business and to ensure due process and fairness.</li><li>• Support Senior HR Advisors and other managers in conducting employee relations, consultations and collective bargaining with employees and trade union/professional body representatives.</li><li>• Challenge existing practices and thinking and influence local service managers on matters concerning people management whilst recognising the requirements of corporate policy and practice and the Council's new operating model.</li><li>• Undertake HR and OD policy and project work as and when required in conjunction with others from both within the HR and OD service and services across the Council. Ensure that policies are updated in line with legislation changes and 'best' practice.</li><li>• Contribute to service led projects and business initiatives from a people management perspective. May lead employment-based work streams.</li><li>• Support and guide managers in their effective deployment of people including people management best practice and to support managers in their managerial and business responsibilities.</li><li>• Challenge discriminatory actions and behaviours and take appropriate action to ensure compliance with the Council's equality and diversity standards.</li><li>• Actively support and generate succession opportunities and talent development at local service level including the provision of coaching and mentoring support.</li></ul>			

## JOB DESCRIPTION

### Impact

#### Contacts and Relationships

Provide professional advice, guidance, options, and recommendations to a range of Senior and Service Managers in a range of settings from private informal one-to-one briefings through to full formal hearings. Frequent provision of advice, information, and interpretation on a wide range of employment issues and terms and conditions matters to managers, groups of employees and individual employees.

Regular contact with Trade Union and Professional Body representatives to provide information and negotiate resolutions.

Work collaboratively with officers within HR and OD and across all other Services to develop and maintain a network of peer professionals and managers to inform and facilitate project working.

Information exchange and exchange of best practice with a variety of internal and external contacts (e.g. Southwest One, other local authorities and occupational health).

Work with others to seek to negotiate solutions in a collective context often with trade union or other representatives or to gain consensus to a fresh approach to problem solving.

#### Resources

Key provider of professional HR advice and guidance to a range of operations, commissioning, and business support managers to enable them to make effective people management decisions and to ensure that best use is made of staff resources and that they are deployed in the most cost-effective manner.

This HR and OD service is a key contributor both to the achievement of service goals and to the facilitation of business development and improvement goals.

No line management responsibility but will undertake a range of mentoring and management development tasks to improve the people management capability of service managers.

Undertake project management roles which may have temporary funding allocations.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			

## JOB DESCRIPTION

<ul style="list-style-type: none"> <li>• In-depth knowledge of relevant legislation and recognised 'best' HR practice.</li> <li>• Working knowledge of service/business issues/objectives and how HR can impact and influence these.</li> <li>• Familiar with Information Technology for producing reports and management information and communication including in depth knowledge of Microsoft package e.g. Word, Excel, TEAMS, PowerPoint.</li> <li>• Specialist knowledge of an area of HR, for example, transfer of undertakings, disputes resolution and restructures.</li> <li>• Giving due regard to equality, diversity, and inclusion</li> <li>• Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)</li> </ul>	<b>E</b>		
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Experience in an HR environment.</li> <li>• Managing and advising on complex people/employee relation matters including disciplinary, grievance, performance, and sickness issues.</li> <li>• Producing and interpreting analytical data to support any recommendations.</li> <li>• Producing reports and management information. To provide managers with a range of options with any associated risks identified.</li> <li>• Experience in TU consultation and negotiation.</li> </ul>	<b>E</b>		
<ul style="list-style-type: none"> <li>• Delivering training or making presentations to management.</li> <li>• Development and implementation of new policies and procedures.</li> <li>• Experience working with educational settings providing HR Advisory support</li> </ul>		<b>D</b>	
<b>Qualifications / Registrations / Certifications</b>			
<ul style="list-style-type: none"> <li>• Relevant degree and/or professional qualification.</li> <li>• Membership of CIPD - Graduate/Member.</li> <li>• Continuing professional development.</li> </ul>		<b>D</b>	
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Delivering training or making presentations to management.</li> <li>• Development and implementation of new policies and procedures.</li> </ul>		<b>D</b>	

## JOB DESCRIPTION

### Working Conditions

### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 14 June 2024