



Employee Relations Advisor – 12 month FTC

Summary of the role

Providing credible and compliant advice and guidance to line managers and employees on all people matters including disciplinary, capability, grievance, performance management, consultation processes and absence management. Build effective relationships across the organisation to promote positive employee relations and engagement.

Responsibilities

- Provide in-depth support to managers at each stage of performance management, disciplinary, grievance, appeals, flexible working and consultation process.
- Recognise the need and provide appropriate levels of support where there is a high risk case.
- Responsibility for documenting all processes and supporting in drafting relevant documentation.
- Ensure professional and efficient co-ordination of hearings, communication with all parties and advising as appropriate ensuring that matters are concluded within a timely manner.
- Deliver 'sound' advice, responding to queries in a timely and professional manner and escalating through the correct channels, where necessary.
- Support in making recommendations to improve existing policies and procedures and implement new policies and procedures as required.
- Lead consultation processes where required, on an individual and collective basis.
- Support managers in the effective management of short and long term employee absence.
- Analyse and provide data in relation to all ER issues to support in HR service delivery reporting
- Delivery of additional ad hoc project work in line with agreed objectives and people strategy.
- Monitor and analyse trends of activity and proactively propose remedial action/policy changes to correct and improve employee understanding and management practice.
- Monitor trends in employment practices and advising on appropriate proactive action. Keep up to date with legislative changes and take responsibility for CPD.
- Ensure policies and procedures are implemented consistently and that the core values of the authority are upheld

Knowledge and Skills

Essential

Desirable

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| <ul style="list-style-type: none"> • CIPD qualified or relevant breadth of experience to demonstrate level of competence • Excellent technical Employee Relations and Employment Law knowledge gained through employee relations specialist or generalist experience. • Experience of case management and working in partnership with managers, trade unions and employee forums. • Strong commercial approach with a good understanding of business needs. • Ability to establish credibility quickly by building effective working relationships. • Excellent communication and influencing skills, verbally and in writing and to fulfil all aspects of the role with confidence through the medium of English. • Ability to prioritise in a fast-paced environment and manage workload to deliver to tight deadlines. | <ul style="list-style-type: none"> • Experience of using HR information systems to manage workflows. • Experience of working within a public sector body. • Experience of managing project work. |
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