

Job Description



PSPS
Public Sector Partnership Services Ltd

Job Title	Employee Relations (ER) Advisor	Post No	
Grade	Grade 6	Location	Spalding
Reports to	HR Manager		
Responsible for	-		

Job Purpose	<p>To provide advice, support and guidance to managers through the provision and delivery of high quality, modern effective HR services. To maintain active, effective links with a range of stakeholders both internal and external who seek support from our HR service. To ensure that the HR service provides innovative solutions with associated risks identified.</p>
Organisational Context	<p>PSPS is owned by East Lindsey and South Holland District Councils, and provides core services to the councils.</p> <p>The Company's mission is <i>'to provide high quality professional services, which achieve outstanding performance, satisfaction and confidence for our customers, communities and colleagues'</i>.</p> <p>The HR team is operationally accountable for the delivery of a HR service to PSPS, East Lindsey District Council and South Holland District Council.</p> <p>The HR function is responsible for adding value to both the client and company management through the delivery of best in class HR activities.</p> <p>The HR service covers the following main strands:</p> <ol style="list-style-type: none"> 1. People Management 2. Learning & Development 3. Organisational Development 4. Payroll <p>The HR team operated on the basis of 3 tiers of operation:</p> <ol style="list-style-type: none"> 1. Transactional and administration 2. Operational and expert advice/guidance 3. Strategic and policy development

Summary of Key Accountabilities/Responsibilities

- To work in partnership with client managers on people issues, providing effective solutions and recommendations, leading to ownership by managers and effective resolution;
- To support client managers in dealing with, for example, sickness absence, disciplinary and grievance issues including the organising and participating in case conferences and the arrangement for formal review meetings and hearings where appropriate;
- Advise, train and coach client line managers in the effective application of HR policies and procedures to enable them to understand and deliver good people management practices and ensuring consistent and fair applications;
- To ensure that re-deployees are identified and supported through the process and effectively managed;
- To assist in the development and monitoring of HR policies for the clients to ensure they remain fit for purpose and in line with organisational goals and business strategy;
- Develop line manager skills, knowledge and confidence to enable them to lead in all areas of people management activity including recruitment, disciplinary, absence and performance management;
- To provide development support to other team members to ensure information is shared and understood by the HR team;
- To contribute to the production of business plans and HR strategies for the Company and its clients;
- To provide advice and guidance on equality and diversity issues effecting the recruitment and retention of staff;
- Work with and build constructive relationships with relevant Trade Unions
- Design and deliver workshops to managers on HR topics such as Performance Appraisals, Absence Management, Investigation;
- To be responsible for specific HR projects, as defined by the HR Manager in accordance with Corporate objectives and priorities;
- Carry out all other roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of the Company are delivered in a timely and effective manner.

Resource Accountability	Budget	No
	People	No
	Estates/Facilities/ Hardware	N/A
Planning and Organising	<ul style="list-style-type: none"> • Planning HR interventions with senior managers and line managers within Client Organisations • Arranging meetings and one to one events including disciplinaries, grievances • Ensuring that all work is completed to the required timescales with the ability to re-prioritise where necessary to meet the needs and demands of the service. 	

Decision Making	<ul style="list-style-type: none"> Supporting line managers in decision making around people issues by giving technical HR expertise.
Internal and External Relationships	<ul style="list-style-type: none"> Colleagues and peers (Company & the Client) Senior Managers (Client) Elected Members Trade Unions (Local and Regional Officials) Pensions Service External customers/agencies e.g. Lawyers/ACAS

Knowledge, Skills and Experience Needed
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Essential

- Associate membership of CIPD
- Experience of working at an ER Advisor level in a complex, challenging environment
- Good working knowledge of employment legislation
- Ability to work across organisational boundaries and develop relationships with internal and external stakeholders
- Effective interpersonal skills including assertiveness and political sensitivity
- Oral and written skills, especially in drafting employment related letters and reports
- Highly organised and able to work accurately and methodically and meeting demanding timescales and deadlines
- Experience of work in a unionised environment
- A risk/solution based approach to problem solving
- Excellent communication and presentation skills
- Must be able to travel between locations effectively

Desirable

- Degree level or equivalent
- MCIPD (Level 7)
- Local Government/Public sector experience
- Commercial sector experience
- Project management
- Conciliation skills

Date of Completion	8 May 2019
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Author	HR Manager (Spalding)
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Version/Reason	V1
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Review Date	8 May 2019
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