

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Tier 5 / HR Advisor, HR Advisory,	JEID	HR001
Salary Grade:	Scale I		
Directorate:	Resources		
Service Area:	HR – People Solutions, Enabling Services		
Accountable to:	HR Advisory Team Leader		
Accountable for:	N/A		
Politically Restricted:	This position is not politically restricted		
Delivery teams:	N/A		

Context

You will play an active role as part of our HROD service delivery team working in partnership with our commissioning teams to design and deliver customer focused services that meet our delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will work collaboratively with your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific Role Assignment

Delivery responsibilities	HR casework Redeployment Traded HR Advisory service delivery Employee relations
Key business measures	TBC
Statutory responsibilities (if applicable)	Not applicable.
Specific experience	<p>To be able to independently interpret and analyse information and facts to solve varied problems</p> <p>Experience of providing information and advice including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing.</p> <p>The ability to organise own workload and decide priorities.</p> <p>The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands</p> <p>The ability to cope in situations where there is an emotional demand arising from the work being undertaken</p> <p>The ability and experience to contribute to HR policies and procedures</p> <p>Ability to certify and authorise expenditure within budgets</p> <p>Have experience of delivering formal training to a range of audiences</p> <p>The ability to use own initiative to respond independently to difficult problems and unexpected situations</p>
Specific qualifications/and registration	Minimum Associate Member of the CIPD or the equivalent level of experience.
Budget responsibility	Not applicable
FTE responsibility (line management)	Not applicable
Key stakeholder relationships	

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

