

## (Tier 5)

### Tier 5/Senior HR Advisor, HR Advisory, Scale K

<b>Directorate:</b> <b>Service area:</b>	Resources HR – Workforce Advisory Services
<b>Accountable to:</b>	Team Manager – Workforce Relations
<b>Accountable for:</b>	N/A
<b>Politically restricted post</b>	N/A
<b>Delivery teams:</b>	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 focussed services that meet our delivery capabilities.

You will support the Service Manager and other Delivery Team Managers 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 sector, and customers.

### Specific role assignment

<b>Delivery responsibilities</b>	HR casework Redeployment Traded HR Advisory service delivery Employee relations Development and review of HR policies
<b>Key business measures</b>	TBC
<b>Statutory responsibilities (if applicable)</b>	Not applicable.
<b>Specific experience</b>	The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term. Experience of providing information and advice including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing. The ability to organise own workload and decide priorities.

**(Tier 5)**

	<p>The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity.</p> <p>The ability to work under a very 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>Experience of contributing to the development of 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>
<b>Specific qualifications/and registration</b>	Qualified to CIPD Level 7 or working towards and substantial post professional experience working within a relevant HR environment or the equivalent level of experience.
<b>Budget responsibility</b>	Not applicable
<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	

## (Tier 5)

### 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

