

# Job Description

## For Non-Streamlined Positions

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 and generic 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:	Workforce Advisor	JEID	
Salary Grade:	I		
Team:	Workforce Relations		
Service Area:	Workforce Services		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	N/a		

#### Role Purpose

Play an active role in Workforce Services to co-design, implement and deliver customer focussed services that support the delivery of the Our People Strategy and service offer.

#### Role Responsibilities

*Your work is likely to be tactical, and focused on the day-to-day delivery of tasks. You'll gather information to use in your role, and use information to understand your work, organisation and profession. You'll work with and deliver immediate and short-term outcomes for your manager, colleagues and customers that will contribute to longer term outcomes.*

- Short to medium term planning of delivery activities in line with relevant SLAs and guidelines
- Work collaboratively with the team to meet the outcomes of the service delivery plan.
- Develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and internal and external customers.
- Process data and information and independently interpret and analyse information to solve varied and difficult problems.

- Provide information and advice, including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing.
- Contribute to the development of HR policies and procedures.
- Support Practitioners to develop business cases and board reports
- Lead, deliver and evaluate actions from workforce projects
- Support Practitioners to deliver workforce solutions and interventions
- Make decisions within recognised guidelines
- Identify areas of service improvement & simplification

### **Role Specific**

The role will be working on business as usual and project activity on the following themes:

Casework and employee relations matters

Grading

Policy Development and Implementation including Training.

## **Section B: Person Specification**

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### **Essential Criteria**

Assessed By:

CIPD Level 5 Associate member with experience of working within a relevant HR environment or the equivalent level of experience.	(A) (I) (D)
Considerable working knowledge of HR legislation and best practice and the ability to apply this to robust and practical solutions	(A) (I) (P)
Develops good working relationship and communicates with enthusiasm, conveying messages in a clear, concise, appropriate and timely manner to a variety of audiences	(A) (I) (P) (T)
Ability to use own initiative and work independently and adapts quickly and positively to new demands and competing priorities, maintaining resilience and focus under pressure.	(A) (I)
The ability to research, interpret and analyse trends and data to recommend solutions	(A) (I) (T)
Experience of translating organisational strategy and policy into measurable outcomes and deliverable that contribute to effective organisational change	
Demonstrates and encourages the sharing of views, listens, reflects and remains open to new ways of doing things, using coaching techniques.	
Experience of delivering and evaluating projects and changes	

Experience of working with providers in delivering HR solutions	

## Desirable Criteria

Assessed By:

--	--

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults

<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	