

PAY AND CONDITIONS REVIEW PROJECT – PHASE 2

ROLE TEMPLATE FOR STREAMLINING PROCESS

HR Professional – Level 1

(Score: 526, Proposed Grade: I)

- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of local and national pay arrangements and conditions of service
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of statutory employment law
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of County Council procedures in relation to disciplinary matters, grievances, ill-health, etc.
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of the regulations and processes governing the Local Government Pension Scheme or other pension schemes
- Accompanies and / or advises managers at investigatory interviews and disciplinary or grievance hearings, up to and including those which may lead to the dismissal of the employee
- Addresses representations made by trade union or other representatives on behalf of individual employees
- In response to requests from their own manager, drafts, or assists in the drafting of, policy or process proposals in relation to all HR issues
- In response to requests from their own manager, undertakes original research into HR policies, procedures and practices operating elsewhere
- In response to requests from their own or other managers, produces reports and presents information on HR issues, including data extracted from HRMS and the electronic HR records system

Senior HR Professional – Level 2

(Score: 609, Proposed Grade: K)

- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of local and national pay arrangements and conditions of service in cases where there is doubt or ambiguity about the issues involved
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of statutory employment law and relevant case law in cases where there is doubt or ambiguity about the issues involved
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of County Council procedures in relation to disciplinary matters, grievances, ill-health, etc., in cases where there is doubt or ambiguity about the issues involved

- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of the regulations and processes governing the Local Government Pension Scheme or other pension schemes in cases where there is doubt or ambiguity about the issues involved
- Accompanies and / or advises managers at investigatory interviews and disciplinary or grievance hearings, up to and including elected Member level appeal hearings
- Addresses representations made by trade union or other representatives on behalf of individual employees
- In response to requests from their own manager, drafts policy or process proposals in relation to all HR issues and initiates consultation, approval or agreement processes with senior managers and / or trade unions
- In response to requests from their own manager, undertakes original research into HR policies, procedures and practices operating elsewhere
- In response to requests from their own or other managers, produces complex reports and presents complex information on HR issues, including data extracted from HRMS and the electronic HR records system
- Provides advice, guidance and support to HR professionals in respect of all the above areas of responsibility

HR Team Leader – Level 3

(Score: 682, Proposed Grade: M)

- Manages a team that provides:-
 - Information, advice and guidance, in response to requests from managers or the workforce, on interpretation of local and national pay arrangements and conditions of service
 - Information, advice and guidance, in response to requests from managers or the workforce, on interpretation of statutory employment law and relevant case law
 - Information, advice and guidance, in response to requests from managers or the workforce, on interpretation of County Council procedures in relation to disciplinary matters, grievances, ill-health, etc.
 - Information, advice and guidance, in response to requests from managers or the workforce, on interpretation of the regulations and processes governing the Local Government Pension Scheme or other pension schemes
 - A response to representations made by trade union or other representatives on behalf of individual employees
- Having responsibility for ensuring the accuracy, timeliness, throughput and quality of such provision
- Manages the advice and support given to managers at investigatory interviews and disciplinary or grievance hearings, including providing such advice and support directly in particularly complex or sensitive cases, and providing advice to elected Members at Member level appeals

- In response to requests from their own manager, prepares policy proposals in relation to all HR issues and initiates consultation, approval or agreement processes with senior managers and / or trade unions
- Undertakes original research into HR policies, procedures and practices operating elsewhere
- Manages the production of information, data and reports to inform the development of HR policy and procedure
- Provides advice, guidance and support to HR Professionals and Senior HR Professionals in respect of all the above areas of responsibility