

## Kent County Council

### Job Description: *Senior HR Business Adviser*

---

|                        |  |
|------------------------|--|
| <b>Directorate:</b>    | <b>Deputy Chief Executive Department</b>       |
| <b>Unit/Section:</b>   | <b>HR &amp; OD – People and Communications</b> |
| <b>Grade:</b>          | <b>KSH</b>                                     |
| <b>Responsible to:</b> | <b>Team Manager – People Operations</b>        |

#### **Purpose of the Job:**

To enable managers to manage with competence and confidence, and in a way which enhances business performance by:

- Providing integrated advice on HR OD issues to managers and partnership agencies across the County Council, in a way that is responsive to the changing needs of the organisation.
- Engaging with the business to understand their needs and priorities, to promote the HR Offer and to build capacity.
- Developing, implementing and evaluating policies, systems, processes, guidance and tools in line with HR and OD strategies.

To be the function's lead/expert in a specialist area of HR as required.

#### **Main duties and responsibilities:**

1. Provide business focused solutions, through the interpretation of employment legislation, policies and procedures, to senior managers, colleagues and external partnership agencies.
2. Manage a range of complex projects, in line with KCC's project and programme management approach, ensuring that the HR OD delivery is solutions focused, risk relevant and delivered within agreed timescales. *Examples of project themes include organisational design, reward, employment policy, equality & diversity, culture, resourcing and pensions.*
3. Engage and communicate with the business to understand their needs and priorities, sharing this to develop collective knowledge of our services, and to promote and champion HR and OD strategies, initiatives and policies.
4. Enable managers to be self-sufficient through developing tools, designing & delivering webinars, e-learning and HR OD surgeries and coaching.
5. Provide expert advice to managers on complex cases including disciplinary, performance & capability, issues or complaints and bullying & harassment, identifying and evaluating risks and ensuring that issues are resolved in a timely

manner and in compliance with the procedures, KCC's practice and employment law.

6. Utilise data, analysis of data and metrics to inform and evaluate HR support
7. Undertake research on specific issues with relevant external agencies and resources and/or within KCC to ensure that our employment practices, terms & conditions and total reward package are consistent with best practice and continue to represent the needs of the organisation.
8. Undertake activities which support HR OD operational processes, leading on specific activities as required.
9. Continually develop professional skills and knowledge, sharing this and good practice examples with colleagues, to build capacity in the function.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Senior HR Business Adviser*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | CRITERIA  |
|-----------------------------|---|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>• CIPD level 5 and relevant experience and be willing to or already working towards level 7; already possess Level 7 or MCIPD or have equivalent experience.</li></ul>  |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>• Experience of providing professional, expert advice and guidance on the full range of HR OD issues (<i>organisational design, reward, employment policy, equality &amp; diversity, culture, resourcing and pensions</i>)</li><li>• Experience of partnership working</li><li>• Experience of working with trade unions</li><li>• Experience of project management</li></ul>   |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills and ability to manage conflict and sensitive situations</li><li>• Ability to interpret complex policies, procedures and legislation and to communicate the impact appropriately</li><li>• Negotiation, persuasion and influencing skills</li><li>• Ability to prioritise and work to a range of timescales</li><li>• Ability to quickly build positive relationships and establish credibility with customers</li><li>• Ability to analyse and present data to inform management decision- making</li><li>• Ability to provide business focused solutions and advice</li><li>• Ability to understand key issues quickly and to see the bigger picture.</li></ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"><li>• Wide- ranging knowledge of relevant employment legislation</li></ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Wide ranging knowledge of various terms &amp; conditions of service</li> <li>• Comprehensive knowledge of HR OD policies and procedures</li> <li>• Detailed knowledge of how to align HR OD with business objectives</li> <li>• Awareness of recent HR OD developments</li> </ul>  |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing; we accept and offer challenge.</li> <li>• We are <b>curious</b> to innovate and improve.</li> <li>• We are <b>compassionate</b>, understanding, and respectful to all.</li> <li>• We are <b>strong together</b> by sharing knowledge.</li> <li>• We are all <b>responsible</b> for the difference we make.</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile.</p> <p><b>Curious</b> - constantly learning and evolving.</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding, and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions.</p> <p><b>Externally Focused</b> - Residents, families, and communities at the heart of decision making</p> |