

## Kent County Council

### Job Description: *HR Business Adviser*

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<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>KSF</b>
<b>Responsible to:</b>	<b>Team Manager – People Operations</b>

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

Provide HR advice and support across a range of projects and HR operational processes to support the work of the People and Communications Team in enhancing business performance.

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

- Provide information, advice and guidance to managers and staff on employment related policies, procedures, processes, and terms & conditions, in a way that is business focused and consistent.
- 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.
- Manage a caseload including ill health, disciplinarys and issues or complaints, ensuring compliance with the procedures, KCC's practice and employment law and ensuring that a consistent and informed approach is taken, seeking advice and guidance where appropriate.
- Undertake and support specific projects and reviews. Research and provide advice and information on a range of issues enabling solutions to be found. Analyse, interpret and evaluate data using a range of techniques. Examples of project themes include organisational design, reward, employment policy, equality & diversity, culture, resourcing, recruitment, and pensions.
- Enable managers to be self-sufficient through assisting with the development of tools, webinars, e-learning, and HR surgeries and through coaching.
- Undertake activity which supports operational processes, leading on specific activities as required.

- 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.

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### Person Specification: *HR Business Adviser*

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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>• First level of professional qualification e.g. CIPD or high level of operational experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working and advising on HR issues within an HR team environment or equivalent.</li><li>• Evidence of working in an environment that requires high level communication skills.</li><li>• Experience of working in a customer-focused business.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• A positive approach to problem solving that enables and empowers customers to achieve their desired outcomes.</li><li>• High level written and verbal communication skills.</li><li>• Ability to quickly build positive relationships and establish credibility with customers.</li><li>• Ability to prioritise and work to a range of timescales.</li><li>• Quick to learn but not afraid to ask for advice.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of employment law.</li><li>• Knowledge of HR systems and processes.</li><li>• Knowledge of HR policies and practices.</li></ul>

<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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>
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