

Kent County Council

Job Description: *HR Business Adviser*

Date: December 2015

Directorate: Strategic and Corporate Services

Unit/Section: EODD - HR

Grade: KR8

Responsible to: HR&OD Manager

Purpose of the job:

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

Main duties and responsibilities

1. 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.
2. Engage and communicate with the business to understand their needs and priorities, sharing this to develop HR's collective knowledge of our services, and to promote and champion HR and OD strategies, initiatives and policies.
3. Manage a caseload including ill health, disciplinaries 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.
4. 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 and pensions.*
5. Enable managers to be self-sufficient through assisting with the development of tools, webinars, e-learning and HR surgeries and through coaching.
6. Undertake activity which supports HR operational processes, leading on specific activities as required.
7. Continually develop professional skills and knowledge, sharing this and good practice examples with colleagues, in order to build capacity in the function.

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

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

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