

JOB DESCRIPTION

POST TITLE: HR Adviser

GRADE: 10

DIVISION/UNIT: HR Unit/HR Services

RESPONSIBLE TO: Senior HR Business Partner

RESPONSIBLE FOR: N/A

Job Purpose

To provide a comprehensive professional HR advisory service to managers and employees.

Main Duties and Responsibilities:

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Deputise for the Senior HR Business Partner as required to ensure an acceptable level of service is provided at all times.
5. Provide professional advice to managers and employees on a range of HR issues including pay and conditions of service, local and national agreements, employment legislation and good practice.
6. Provide professional advice and carry out associated tasks in relation to general HR activities:
 - a. Discipline and Grievance – conduct investigations, draft reports, attend Hearings and draft associated correspondence. Prepare and present management's case at Hearings, internal Appeal Hearings and Appeals Sub-Committee Hearings as required. Attend Employment Tribunals as a witness.
 - b. Sickness Absence Management - assist managers to identify employees who meet the policy criteria and require counselling, attend formal sickness absence or health concerns meetings and draft associated correspondence and referral briefs to the Occupational Health Adviser.
 - c. Occupational Health Surveillance – attend health surveillance outcome meetings as required and draft associated correspondence.

- d. Family Friendly Policies – advise managers and employees on the implementation of the various family friendly policies and carry out maternity/adoption/additional paternity leave and pay counselling sessions as required.
 - e. Work Performance - attend formal work performance meetings and draft associated correspondence.
 - f. Recruitment and Selection – advise and assist managers with all recruitment and selection associated tasks in line with the Establishment Control and Vacancy Management Policy and fair selection procedures. Provide advice on media selection, prepare draft adverts, job descriptions and person specifications, participate and attend recruitment interviews and draft offer letters as appropriate.
 - g. Job Evaluation – advise on and assist managers to draft job descriptions and person specifications and thereafter participate in the evaluation of jobs using the Scottish Job Evaluation Scheme.
 - h. Redundancy, Redeployment, Early Retirement, Flexible Retirement - advise managers and employees on the implementation of the Early Retirement and Voluntary Redundancy Policy, the Redundancy Policy, the Flexible Retirement Policy and the Redeployment Policy. Attend meetings as required, draft associated correspondence and ensure adherence to statutory requirements and the correct application of relevant employment policies and procedures.
- 7. Assist the HR Manager with the development and implementation of the Sickness Absence Management Policy and associated initiatives, including collation and analysis of data, drafting of regular management reports to the CMT and annual report to the Joint Committee.
 - 8. Assist the HR Manager with the development and implementation of recruitment and retention strategies and associated initiatives, including collation and analysis of data, drafting of regular management reports to the CMT and annual report to the Joint Committee.
 - 9. Research, develop and draft employment policies and procedures as instructed by the HR Manager.
 - 10. Draft CLT and SLT reports as required by the HR Manager.
 - 11. Contribute to the development and implementation of the HR Services Section annual Service Plan.
 - 12. Design and deliver training events on the application of employment policies and procedures and in respect of other HR strategies, themes and initiatives.
 - 13. Assist in facilitating harmonious employee relations through advising managers and employees and attending formal meetings with trade union representatives.
 - 14. Participate in projects and working groups as required in relation to strategic and corporate initiatives.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	5	5	1	1	5	1	3	5	6