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Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/hr-advisor-2>

## HR Advisor – hybrid working

### Description

**CANDIDATES MUST HAVE EXPERIENCE MANAGING RESTRUCTURES, COMPLEX CASEWORK AND TUPE**

Our client is seeking an experienced HR Advisor to work on employee relations case management.

They are looking for candidates with strong ability and experience in managing all ER complex casework and Change programmes, such as restructures and Tupe programmes and experience with union engagement.

**Hybrid working available** – note that the successful candidate must be in the central Swindon office every Wednesday and be available to attend the same office on an ad-hoc basis.

3 month contract with immediate start, 37 hours per week.

### Responsibilities

Reporting to the Employee Relations Lead this role will work within HROD to provide professional HR advice and operational support to Line Managers; using a risk based approach to determine the level of support required around case work.

Offering appropriate and pragmatic advice to enable effective management of people performance issues, application of HROD policy, best practice and employment law knowledge to drive performance improvement.

This role will work closely with L & D colleagues to up skill people management practices across the Council and the primary focus is effective casework.

### Knowledge and Experience

- Experience as HR Advisor/Officer dealing with trade unions, and line management.
- Experience of casework management; disciplinary, grievance, performance, attendance and well-being, conduct and general managing performance
- Up to date employment law knowledge, practical application on case management and ability to apply and implement process and policy change
- Strong verbal and written communication skills
- Solid understanding and experience in applying employee relations and employment practices in order to manage employee issues.
- Effectively applies performance management to create a strong performance culture.
- An understanding and application of insight and data to implement change and monitor performance
- Evidence of collaboration across a complex organization
- Project management skills and experience

### Date posted

16 June 2023

### Reference

CR952466

### Base Salary

£ 20.00

### Job Location

Hybrid: home working/Central Swindon

### Working Hours

9.00am to 5.00pm, Monday to Friday

### Beginning of employment

Immediate start

### Duration of employment

3 months

### Employment Type

Full-time, Temporary

- Strong diagnostic skills leading to sound judgment and decision making
- To be able to deploy HR process, policy, practice, tools and techniques as required

### **Qualifications**

- CIPD intermediate level
- Coaching, mentoring and mediation qualification desirable

### **Contacts**



**Telephone: 01793 467140**

**Email: [mail@coepi.uk](mailto:mail@coepi.uk)**