



3 Cricklade Court, Cricklade Street
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

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

HR Advisor

Description

Our client is looking for an experienced HR Advisor to work on employee relations case management. We need 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 candidates must be in the office every Wednesday and be available to attend the office on an ad-hoc basis.

Role purpose

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.

Responsibilities

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

Date posted

27 May 2023

Base Salary

£ 19.85

Job Location

Work from home, (Swindon office one day per week)

Working Hours

9am to 5pm, Monday to Friday, 37 hours per week

Beginning of employment

5th June 2023

Duration of employment

3 months

Employment Type

Full-time, Temporary

required

Qualifications

- CIPD intermediate level

Job Benefits

Work from home for four days per week. One day per week in central Swindon office.