

Job Profile

Job Title: HR Business Advisor (Support Team)

Job Grade: Level 3 Zone 1

Salary Range: £37,716 - £42,392

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy, we are home to the most important conversations happening today and we're making radical social change a reality, so that nobody gets left behind.

People & Inclusion are leading a lot of that work, ensuring that our workforce feel able to bring their best selves to work and feel supported to be able to carry out their roles to the best of their ability.

About the role

We are looking for someone to come and work within the People Partner team, to help us support our managers and services in Repairs with a range of HR support. The post holder will provide support to the People Partner & People Advisor in Repairs through various aspects of the role. You will work with People Partners, the People Advisor, managers, and employees to address employee relations issues, terms and conditions, organisational change and redeployment, employee data, reporting and analysis. This will include during organisation change projects from planning through to implementation of the new structure. They will provide data and information to inform change programmes, Equality Impact Assessments, ER/VR applications etc. They will be responsible for managing the organisation's redeployment process and acting as the link between recruiting managers and staff in the redeployment pool and manage the relationship with our outplacement support provider. Work will be allocated according to organisational priorities and you will provide support to our repairs service and occasionally HR project/s. In this role, you will develop a broad understanding of HR matters and work closely with managers on less complex employee relations matters, providing advice, support and coaching specifically in relation to the AMGUD procedures.

About you – you will have:

- A good working understanding of employment legislation and trends, as well as a good understanding of Camden's terms and conditions (or the ability to quickly develop this);
- A collaborative approach demonstrating mutual trust and support, within the council and with partners;
- Good communication and influencing skills;
- Good analytical and reporting skills – able to work well with data and HR systems

- Attention to detail
- Ability to balance competing priorities and deliver quality work
- Evidence of having planned work over short to medium term to include contributing to project deliverables.
- Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.

Work Environment:

The role can be done on a hybrid basis with the expectation you work 3 days per week in the office at Holmes Road Depot. On your other two days you may work from home or another Camden administrative base.

People Management Responsibilities:

This post has no formal people management responsibilities. However, it may be asked to manage projects, including temporarily assigned project team members

From time to time, the role may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

Relationships:

Relationships will depend on the nature of the patch or projects supported. They will need to be built with key clients, e.g. heads of service, managers/supervisors and staff. This role will be supporting the Repairs team within the Property Division.

Relationships are also key within the People & Inclusion service and with other support services, e.g. finance, ICT, procurement, strategy

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.