

## Job Profile: HR Business Advisor

**This Job Profile for HR Business Advisor is for guidance and must be used in conjunction with the Job Capsule for Human Resources Level 4, Zone 2, Camden Way Category 4**

**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.**

### Role Purpose:

The post holder will take responsibility for a patch or group of services within a directorate, requiring knowledge and experience across a range of HR specialism or will be allocated to programmes of activity of a similar nature. The post holder will be required to provide support on HR projects and sometimes to lead smaller areas of cross-cutting work.

- Will adopt an OD approach to matters within their patch, allowing the build-up of greater local knowledge, operating as part of the team – not an 'external partner'
- Postholders will be responsible for local diagnostics, with the focus moved from symptoms to causes. They will need to understand the workforce demographics and skill requirements of their area and to lead engagement with the staff group
- Postholders will be responsible for exploring options to address issues within their patch and for all improvement planning. This will include exploring available interventions, exploring learning from peers, i.e. what has worked well elsewhere, and identifying solutions. The postholder will personally deliver appropriate interventions, as well as carrying out research and working with experts and other front-facing colleagues with similar issues to co-design new tools and frameworks, leading to joint implementation.
- From time to time, post-holders will form project teams working alongside colleagues according to organisational priorities, working with the strategic leads on activity within their portfolio
- Monitor and evaluate interventions

**Example outcomes or objectives that this role will deliver:**

- The post holder will be required to provide sound advice and support, either via the telephone, e-mail or face to face on complex employee relations casework such as absence, capability, grievance, probation, appeal and employment tribunals.
- Advice on restructures, redundancy and TUPE transfers ensuring that these issues progress in accordance with agreed procedures.
- Escalate Safeguarding issue to the Local Authority Designated Officer (LADO)
- Provide information/data for client/provider reports as necessary and assist with monthly reporting and when required.

The post holder will also support managers and provide specialist HR advice on the following areas:

- Change management
- Skills development
- Talent management/succession planning
- Workforce planning
- Advice, coaching and support on employee relations matters
- Delivery of workshops/facilitation
- Implementation
- Lead/support HR projects/policy
- Holistic overview of all cases
- Local workshops and facilitation
- Reviewing job roles and team structures

- Leadership/management development

### **People Management Responsibilities:**

- This post has no formal people management responsibilities. However, the postholder 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. They will need to be built with key clients, e.g. assistant directors, heads of service, managers/supervisors and staff, as well as partners,
- Relationships are also key within the HR service and with other support services, e.g. finance, ICT, procurement, strategy and change
- Trade Unions and employee representative groups

### **Work Environment:**

- This position be mainly based within an office in Kings Cross 5 Pancras Square, but with some travel across other sites in Camden.
- The post holder may occasionally be required to work at weekends or in the evening, particularly if the working patterns of their patch dictate this.
- The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

**Technical Knowledge and Experience:**

- Experience of and proven ability to deal with complex ER casework and good working knowledge of employment legislation and trends
- Proven experience in pay and reward evaluation structures
- Practical experience of Job evaluation - desirable.
- Detailed knowledge (typically gained through a recognised professional qualification e.g. CIPD) of professional HR practice and procedure
- Collaborative approach demonstrating mutual trust and support, within the council and with partners;
- Strong communication and influencing skills;
- Ability to analyse problems, identify root cause and develop a range of solutions, which will add value;
- Able to focus on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development;
- 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

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way [please visit here](#):