

## Job Profile

Job Title: **HR Business Advisor**

Job Grade: **Level 4, Zone 2**

Salary Range: **£41,952 - £48,663**

### 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're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

The post holder will take responsibility for a portfolio or group of services within a directorate, requiring knowledge and experience across a range of HR specialisms 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 portfolio, 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 portfolio and for all improvement planning analysis. 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
- The post holder will be required to provide sound HR 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.
- Post holder will be required to have sound knowledge of pay and reward to deal with complex organisational change 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.

**About you**

Detailed knowledge (typically gained through a recognised professional qualification e.g. CIPD) of professional HR practice and procedure

Experience of and proven ability to deal with complex ER casework and good working knowledge of employment legislation and trends

Experience in TUPE transfers and complex organisational change processes

Proven experience in pay and reward evaluation structures

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

**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 portfolio 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.

**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 portfolio. 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

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,