



Employee Relations Advisor

Salary: Band 9 - £39,151 to £42,838 per annum

Hours per week: 37

Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Permanent

The Service

HR is responsible for providing a service that is fit for purpose and understands the needs of the business. By working collaboratively as a team, HR offers a comprehensive and professional employee relations service to PCC, Schools and Academies.

As a service we are committed to our values of respect, integrity, collaboration, inclusivity and being people-focussed. These values set out how we can contribute to the success of the council and our own success as individuals. Our values are outlined in the [values and behaviours framework](#) and if they reflect how you are and how you work then this could be the role for you.

What is the role?

Our ER Advisors work closely with services, assisting and supporting line managers to deliver workforce solutions. This role is part of the Employee Relations Team working across the City Councils operational services, schools and academy clients to deliver a full range of operational ER case work activities. Advisors work in partnership to understand customer (business) needs, providing a service that is fit for purpose and shaping suitable solutions and providing constructive challenges. The role manages and advises on complex employee relations case work, ensuring high standards of customer service and communication whilst continuing to seek improved performance. It is essential to listen to our customers and managing expectations in accordance with P.L.A.N (Proportionate, Lawful, Accountable and Necessary), helping to shape process to enable us to add value to the service we provide. Our Advisors support senior managers to deliver organisational change programmes including but not limited to: TUPE and service reviews, along with providing guidance in relation to absence and to disciplinary and grievance panels. The role also proactively delivers training sessions on HR topics to managers across the organisation.

The postholder may be required to contribute to Local Government Reorganisation (LGR) activity, including supporting service transformation, collaboration with partner authorities, and transition planning as required.

Who is the person?

You need:

- Able to manage conflicting demands and deal with high volume enquiries.
- Be CIPD qualified or have proven equivalent experience or willing to work toward being CIPD qualified.
- Demonstrable experience of working with complex policies and procedures and the ability to interpret and implement these.
- Able to demonstrate a consultative approach, working with managers/ Head Teachers in advising, influencing a solution focused approach.
- Have proven successful experience of Operational HR delivering successful outcomes on complex employee relations matters and casework.
- Have proven experience of providing professional advice to Senior Manager/Head Teachers.
- Have experience in working with Trade Unions or equivalent staff representatives
- Having a good understanding of Safeguarding principles and legislation.

You will need to:

- Possess strong interpersonal and relationship building skills that enable you to work with people at all levels.
- Develop/understand business functions, culture and demonstrate influence.
- Take a lead role in supporting managers with absence management
- Have an up-to-date knowledge of current legislation and experience of applying and interpreting this knowledge in practice.
- Be a highly motivated individual who can work independently on professional HR delivery.
- Have a positive attitude and experience of delivering successful outcomes.
- Have excellent negotiations skills, able to negotiate good outcomes for the service.
- Be passionate about your role and someone who wants to hit the ground running.
- Be proficient in the use of HR information systems and the use of MS Office.
- Can generate trust and establish effective working relationships.
- Have good analytical skills.
- Have the ability to take responsibility for identifying own personal and professional development.
- Interpret and advise on employment law.
- Work collaboratively and engage proactively within a motivated team of ER professionals.
- Co-ordinate and deliver HR training to managers.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).