



Employee Relations Advisor

Salary: Band 9 £37,937 - £41,510 per annum

Hours: 37 hours per week

Contract: Permanent

Location: Civic Offices (hybrid working)

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.

The Role

Our ER Advisors work closely with services, assisting and supporting line managers to deliver solutions. This role is part of the Employee relations team working across the City Councils Operational services, Schools and Academies to deliver a full range of operational 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.

Who is the person?

- 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.

Additional information:

If you have any questions, or would like an informal discussion about the role, please email Rochelle.Williams@portsmouthcc.gov.uk

How to apply: When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. Please read the job profile and ensure you fully read and follow the guidance on the 'How to apply' on the careers page.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).



Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our careers portal.

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