**Job Description**

**Employee Relations Lead**

**(Fixed term contract up until 31/3/25)**

**Role Profile** TBC

**Service/Team** People & Culture

**Reports to** HR Business Partner

**Number of posts** 1

**Post No** 103392

**Grade**  BCP Grade K (£44,428 to £47,420)

**Job Overview**

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by…** Enabling people to do the best work they can

As a member of the HR Leadership Team, you will work effectively with colleagues to manage, develop and maintain an effective employee relations service, with a focus on achieving proactive and consistent advice across services and being the specialist for the organisation on the employee relations agenda.

You will lead the Employee Relations team in coordinating an effective employee relations service, with a focus on achieving proactive, pragmatic and consistent advice across services.

**Key Responsibilities**

* Develop and maintain a high performing advisory service, leading the HR Advisors to provide insight, advice and solutions around all areas of policy and procedure.
* Manage and develop Advisor capability in the understanding and application of employment law, policies and practices to ensure consistency and ability to manage risk appropriately
* Lead on the provision of employee relations analytics and data for the use of all stakeholders to inform decisions around service planning and corporate issues
* Lead and develop the service in line with the wider HR transformation agenda
* Lead on facilitating evidence based and outcome focussed decisions to resolve complex ER issues.
* Monitor trends in employment practices and advise on appropriate proactive action
* Interpret statistics, including Employee Relations performance indicators to influence business planning, staff management and decision making
* Implement and continually review a pragmatic risk approach, which balances risk against organisational benefit
* Lead the policy review in line with best practice and legal requirements which can be applied intuitively by managers, considering the use of digital options for access and self-service where possible and provide training when necessary.
* Responsibility for overseeing the procurement and contracting of external services including external legal advice and provision of an Occupational Health service.
* Manage and develop a team of high performing individuals through regular 1:1s and annual review process and any other management activity required eg resource requirements for the team.

# Specific Qualifications and Experience

* Full membership of CIPD
* Experience of employee relations in a unionised environment
* Leadership experience
* Demonstrate CPD and up-to-date knowledge of changes to case law, legislation and best practice

# Personal Qualities & Attributes

* Work collaboratively but also have the confidence and knowledge to take decisions commensurate with the role
* Ability to take a balanced view in relation to organisational risk to progress ER matters
* High level of personal credibility, integrity and emotional intelligence.
* Ability to work with ambiguity and constant change
* Attention to detail
* Emotional resilience

# Job Requirements

# Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car