**Job Description**

**Senior HR Advisor**

**Role Profile** Specialist Grade 2 (SG02)

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| **Service/Team**  | Human Resources  |
| **Reports to**  | HR Business Partner |
| **Responsible for**  | N/A  |
| **Number of posts**  | 5  |
| **Post number**  | - - - - -  |
| **Career Grade**  | N/A  |

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

# Job Overview

Working across shared services as a specialist employee relations consultant to deliver complex and challenging people solutions which enables the service to manage their people resources effectively.

# Key Responsibilities

* Proactively manage and deliver specialist and complex change projects
* Provide professional guidance on complex service transformation such as organisational change, TUPE, redundancy, restructures and early retirements
* Asses high level risk options in relation to change, presenting these options in a way that provides managers with confidence in making well informed decisions
* Take a lead role in developing policy in line with current legislation and best practice
* Develop and maintain good working relationships with Trade Unions to resolve individual cases and effective consultation on people related solutions
* Interpret statistics, including Employee Relations performance indicators to influence business planning, staff management and decision making across the area of responsibility
* Monitor trends in employment practices and advise on appropriate proactive action
* Coach, train and develop managers in best practice employee relations and softer skills

# Specific Qualifications and Experience

* Full membership of CIPD
* Experience of employee relations in a unionised environment

# Personal Qualities & Attributes

* Highly developed mediation skills
* Emotional Intelligence

# 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

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.