



Cumberland Council

Post Specification

Date	April 2023
Post Group Number	6396
Post Title	Senior Advisor – Casework
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	Grade 14

To be read in conjunction with the job family role profile

Service Area description	
People Management Service	
Purpose of this post	
To act as the Council's senior advisor on casework by supporting People Management colleagues and line managers in the management and resolution of complex employee relations related casework and absence management. Working effectively with colleagues to deliver a strategic customer focussed service.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Advise, coach and develop line managers to effectively manage complex casework, promoting best practice across the organisation.2. Act as main point of contact for managers for complex employee relations casework, including disciplinary, grievances, performance, sickness, capability, probation and settlement agreements. Working effectively with key services and stakeholders including legal, finance and trade unions to consider risk management, financial and reputational impact.3. Lead the planning of an integrated people management approach to effective casework management, proactively identifying, tracking and reporting against performance measures on the satisfactory resolution of casework and absence management and where necessary instigating changes to reflect learning.4. Contribute to the development and implementation of key people management policies, procedures and guidance to meet organisational needs, including the management of the people management portal.5. Contribute to the planning, development and promotion of major corporate and strategic initiatives in accordance with the Council and Workforce Plan, working flexibly across all professional areas of the people management service.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">• Matrix management of other key roles within the service

Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Technical, vocational or part professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4). • Membership of CIPD or demonstrable experience. • Substantial employee relations and complex casework experience • Proven track record of formulating and implementing strategic HR policies and procedures. • Substantial experience of working and operating within a unionised environment • Knowledge and understanding of legislative frameworks and case law. • Knowledge of key issues facing local governments. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post requires / does not require a DBS check. 	
Job working circumstances	
Emotional Demands	
Physical Demands	
Working Conditions	Agile working, office based
Other Factors	
<ul style="list-style-type: none"> • None 	