



# Cumberland Council

## Post Specification

<b>Date</b>	<b>December 2023</b>
<b>PG Number</b>	<b>8109</b>
<b>Post Title</b>	<b>HR Advisor – casework</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS11</b>
<b>Final Grade</b>	<b>Grade 11</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
Human Resources.	
<b>Purpose of this post</b>	
To provide consistent, specialist human resource advice and guidance to the People Management Service and supporting the education/development of customers of that service to effectively resolve manage people management issues for themselves. Ensuring alignment and consistency of people management practices across Cumberland Council.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. Promote best practice and actively contribute in the education and development of line managers and service centre colleagues to enable them to understand and effectively deliver people management practices.</li><li>2. Support the implementation of strategic initiatives and operational delivery to services across the council aligned with the Council Plan and Workforce Plan objectives.</li><li>3. Provide professional, consistent, accurate, timely advice and guidance on the interpretation and implementation of people management policies, practices and statutory requirements, effectively managing the People Management Portal to improve customer experience.</li><li>4. Contribute to the development and implementation of key people management policies, procedures and guidance to meet organisational needs.</li><li>5. Review and analyse HR metrics and People Management Portal data to identify trends and interventions to support people management practices and promote the use of metrics and a performance management culture with service managers.</li><li>6. Assist with projects within the HR casework team.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"><li>• Technical, vocational or part-professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4).</li><li>• Membership of CIPD or demonstrable experience.</li><li>• Extensive generalist people management knowledge</li><li>• Experience of providing advice and guidance on core HR practices to support the employee life-cycle</li><li>• Up to date knowledge of employment law and legislative frameworks.</li></ul>	

- Knowledge of sourcing, analysing and utilising key HR metrics
- Knowledge of key issues facing local government.

### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

### Job working circumstances

#### Emotional Demands

- None

#### Physical Demands

- None

#### Working Conditions

- Agile, office based

#### Other Factors

- None