



Role Profile

Adviser (HR Corporate Absence Project)				Purpose			
Reference No.	A4352	Type	Individual	<p>To work in the Corporate Absence Strategy project and implement a range of initiatives to equip managers to prevent absence and support people returning from absence.</p> <p>To contribute towards the development of corporate approaches to Absence Management and to provide effective client centred advice in relation to all aspects of this project in the context of an added value Human Resources function.</p> <p>Provide guidance and advice relating to the CAP Project</p>			
Service	Human Resources						
Job Family	Professional 1	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Undertaking a range of project work, applying project skills either individually, or as part of a project team. The postholder may have sole responsibility for running a project individually or leading a small project team, including project planning and monitoring progress.				Educated to SCQF Level 8, which includes HND or equivalent in a related field.		✓	
				Educated to degree level or equivalent in a related field			✓
				Graduate CIPD or equivalent professional qualification			✓
				Awareness of employment law and how it impacts on HR and Management practices			✓

E = Essential Criteria D = Desirable Criteria

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Experience of Evaluation Techniques		✓
Assist clients with the implementation of proposals/solutions as necessary.	Confident and able to deal appropriately with a range of audiences.	✓	
Provide support and advice to Service Managers to ensure project deadlines are met and activity aligned to the Councils' HR and Project strategy.	Able to influence and persuade others, including managers at a senior level.	✓	
Assist the HR Service Manager, Business Partner or Lead Officer in delivering valuable projects to a variety of clients across the organisation.	Evidence of linking short-term actions to long term goals.		✓
Develop and maintain collaborative and effective relationships with Services, partners, colleagues and union representatives, establishing professional credibility.	Evidence of applying problem solving across a wide range of issues. (Take Ownership – See 'How We Work Matters Framework')		✓
Support and mentor staff across HR on project actions.	Evidence of preserving good relationships	✓	
Represent HR at meetings, including cross-service working groups and project teams, and in dealing with external bodies as appropriate.	Demonstrates an understanding of the principles of Best Value, performance management and planning and continuous improvement.		✓
Carrying out research and analysis for benchmarking purposes that will help to identify appropriate proposals/solutions, reporting upon and presenting proposals.	Evidence of leading, motivating and positively creating organisational change (Focus on Customers).		✓
Updating guidance documents and supporting information as required to support project deployment, following agreed quality control processes	Experience of leading or assisting projects or working groups (Work Together)	✓	
Reviewing systems, produce advice/guidance, design/deliver briefings for the section, other Finance and Corporate Services colleagues and	Consultative and inclusive approach	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Services to ensure the consistent development of the organisation and its stakeholders			
Raising the profile of Absence Management Initiatives. Liaising with colleagues in Comms to co-ordinate CAP project comms plan	Experience of delivering HR workstreams within corporate projects specifically those concerned with the introduction of new ways of working, systems and organisational philosophies. (Deliver Results)	✓	
Undertake the production of information, use appropriate tools and present or upload information as required.	Evidence of a systematic but responsive approach to project management. (Embrace Technology & Information)	✓	
Produce advice/guidance and design/deliver briefings for HR, other Finance and Corporate Services colleagues and Directorates to ensure the consistent development of the organisation and its stakeholders.	Analytical/ critical reasoning and decision-making.	✓	
Contribute to Corporate Absence functional initiatives e.g. policy development, learning & development, and service planning groups where this furthers project aims.	Evidence of anticipating issues and concerns.	✓	
Provide guidance on HR Absence policies and procedures to a range of clients using and promoting self-service mechanisms and new delivery methods as required			
Prepare and analyse management information, reporting to senior managers as required. Consider the impact on HR to position information appropriately when providing information	Ability to provide regular and effective services	✓	
Keep up to date with relevant developments in legislation and assist Services to interpret and deploy into best practice.			
Maintain organisational awareness and deliver Project support which is aligned to corporate priorities			

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Manage and communicate information effectively so that clients are kept up to date with developments.			
Day to day overview and guidance of the work of others contributing to the project			
Liaise with other HR teams to provide comprehensive support to clients on projects.			
Ensuring Equality Impact Assessments and Data Protection Impact Assessments are carried out on elements within the Project, as required.			
Arranging and attending project meetings, take minutes and identify areas to be actioned and communicate with appropriate staff in other services			
Researching information from plans, files, policies, legislative documents and report on findings			
Dealing with any ad-hoc enquiries to the team and where necessary follow these issues up with the HR Service Manager			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
---	---	---	---

Job Title of Specialist tasks			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results