

BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate:	CEX - Chief Executives
Division:	Human Resources
Post No & Job Title:	C14 – Human Resources Officer
Grade:	xx
Responsible to:	C12 - HR Manager
Responsible for:	No responsibility for employees.
Main purpose of the job	To provide a comprehensive and pro-active generalist HR advisory service to managers and staff. To contribute to the continual improvement in the provision of best human resources and equal opportunities practices within the organisation

Main Duties and Responsibilities:

1. Provide professional advice to managers and employees on all matters relating to employment including terms and conditions, policies and procedures with reference to employment law to ensure fair and consistent application, in accordance with national and local conditions of service and to encourage good employment practice.
2. Provide guidance, advice and recommendations to line managers and employees on a day to day basis covering a wide range of HR issues which can be complex and contentious including:
 - a. Performance management/probationary issues
 - b. Disciplinary issues
 - c. Sickness absence management
 - d. Capability issues
 - e. Grievance issues
 - f. DBS procedures
 - g. Working relationships
3. Provide comprehensive advice, support and recommendations on the Council's recruitment and selection procedures including:

- a. Advising and monitoring of job descriptions, person specifications, advertisements and interview selection methods.
 - b. Attending interview panels in an advisory capacity as required.
 - c. Arranging relevant documentation prior to, during and after the recruitment process, including interview letters, contracts of employment, medical questionnaires, DBS clearance, etc.
 - d. Ensuring correct input onto HR/payroll computerised system to ensure the accuracy of employee records.
4. Assist with all recruitment and selection processes, including attending interviews and shortlisting, contracts of employment, terms and conditions, annual leave queries, processing of leavers and any other administrative requirements of onboarding and outboarding.
5. Support the section with the administration of occupational health referrals.
6. Assist with management of the Council's DBS process for employees including:
 - a. Acting as the lead signatory in the absence of the Human Resources Manager;
 - b. Identifying potential posts (by carrying out assessments) needing DBS clearance and maintain a database accordingly.
 - c. Conducting risk assessments with employees where DBS checks have identified a potential risk.
 - d. Monitoring of the DBS budget;
 - e. Reviewing existing Council's policies and procedures relating to the DBS process ensuring they are in accordance with legislative and Home Office requirements.
7. Attending Disciplinary, Capability and Grievance hearings and:
 - a. Undertaking investigations, assisting with writing reports, managing the appropriate paperwork and documentation for all parties involved (employee, manager, trade union representative);
 - b. Acting as advisor at meetings and hearings as required.
 - c. Creating and recommending appropriate action plans and monitoring progress of same.
8. Provide advice and assistance on the Local Government Pension Scheme and general information to retiring employees. Advising and monitoring employees who have requested to work beyond the age of 65.

9. Provide advice on maternity, paternity, adoption and parental leave entitlements etc, and ensure the appropriate correspondence is completed by employees and responded to by the Personnel section.
10. Support and advise managers on the Council's Attendance Management policy and procedures and ways in which to reduce sickness absence levels.
11. Support managers and employers in the operation of the Council's welfare function ensuring a pro-active approach is taken to health at work. This includes:
 - a. Attending welfare meetings
 - b. Preparing correspondence for employees, managers, occupational health, counsellors, etc.
 - c. Actively assisting in helping reduce sickness levels by supporting managers in effective attendance management.
12. Assist with research, creation and recommend the implementation of relevant strategies, policies and procedures in response to new legislation, local government conditions of service, good practice and ACAS guidance, which also achieve corporate and directorate objectives.
13. Completion of statutory statistical returns.
14. Maintenance and monitoring of the Council's Right to Work data including spreadsheets, reminders and any other relevant statutory requirements.
15. Deputise for the Council's HR Manager and Senior HR Officer when required, on all aspects of day-to-day HR matters.
16. Contribute to initiatives to enhance the overall quality of HR practice throughout the Authority including mental health, wellbeing and employee benefits.
17. Ensure that good industrial relations are maintained throughout the Authority, liaising with Trade Unions as appropriate.
18. Assist with the drafting of reports, correspondence, memoranda, minutes and other documents.
19. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Human Resources Manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS


This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of C14 – HR Support Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Aaron Gidney		13/05/2020
Job description authorised by:			—

Date of issue: xxx

Additional notes for JE/HR.

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