



ROLE DESCRIPTION

Job title	Senior HR Advisor
Salary band	SCP 33 – 36
Reporting to	HR Hub Lead Officer
Directorate	Resources
Service Area and sub area	Corporate Development
Team	HR Hub
Political restriction	N/A

1. Primary purpose of the post

As a Senior HR Advisor for the Liverpool City Region Combined Authority (LCRCA), you will be required to provide an effective and efficient HR advisory service, adopting a contemporary approach to deliver key priorities.

You will deliver a professional HR service for the LCRCA covering the full HR generalist remit. You will provide advice, guidance and coaching to managers at all levels on complex employee relations and employment matters, across the entire Authority.

You will be a source of professional expertise for and within the HR Hub team, acting as the first point of escalation to HR Advisors and HR Assistants.

2. Your responsibilities

- Provide effective employee relations (ER) advice and coaching to managers across the organisation that strikes an appropriate balance between a commercial focus, employment law and best practice, whilst managing risk on behalf of the organisation.
- To coach, influence, and support managers to help them resolve ER issues within their teams in a manner that preserves the manager/employee relationship and builds competency and performance of the manager.
- Act as the first point of escalation for HR/ER queries within the HR Hub team.
- Design, develop and deliver training events/workshops in areas of HR best practice to enhance the knowledge and skills of LCRCA managers.
- Work with our legal team to draft settlement agreements/COT3 and liaise with external solicitors to ensure agreements are signed in a timely manner.
- Advise on Acas early conciliation cases and support the HR Hub team with cases up to employment tribunal level.
- Act as the lead for HR Hub contribution to policy development, including responsibility for legislative updates, best practice reviews and ensuring policy and delivery are in line.
- Contribute to individual and collective dispute resolution and negotiations with trade unions.
- Ensure accurate and up to date record keeping and efficient HR data management in line with compliance requirements and relevant legislation.



- Collaborate with colleagues in the wider HR and Corporate Development team on people-related projects to ensure a consistent and holistic approach to people activities.
- Deputise for the HR Hub Lead and People Operations Manager, providing support and leadership, as required.

3. General corporate responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- To work as a key member of the HR team in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to diversity is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.
- To observe the behaviours adopted by LCRCA – LCR First, Respect & Action Focused.

4. Recruitment plan

- Competency-based interview
- Technical assessment

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Job title: Senior HR Advisor

KEY: E = Essential
D = Desirable

<u>Criteria</u>		
Qualifications and training		Identified by
CIPD Level 5 (or equivalent)	E	FQ, A
Bachelor's degree in HRM or other relevant discipline.	D	FQ, A

Experience and knowledge		Identified by
A minimum of two years' experience advising on complex employee relations issues, including discipline, grievance, absence management, performance management, TUPE, employment visas, redundancy consultation.	E	A
Designing and delivering HR training to support management development.	E	A
Supporting organisational change initiatives and helping employees adapt to new processes and structures.	E	A
In-depth knowledge of employment law and HR best practice.	E	A, I, T
Experience of supporting with the creation and updating of HR policies and procedures to ensure compliance with employment legislation changes and best practice.	D	A
Experience of providing guidance and support to other HR team members	D	
Experience of involvement in trade union consultation and negotiation	D	
Experience of using HR information systems including case management	D	

Skills and abilities		Identified by
Articulate, confident and fluent communicator demonstrating a high level of both oral and written English.	E	I
Proficient with and comfortable using the Microsoft Office suite (Outlook, Word, Excel, One Drive, SharePoint etc.).	E	A
Ability to interpret policy and legislation and provide pragmatic solutions	E	A, I, T
Knowledge of GDPR and ensuring compliance in all HR-related practices.	E	A
Ability to analyse situations and examine from different perspectives in order to identify solutions	D	



Demonstrable delivery of exceptional standards of customer care	D	I
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Personal attributes		Identified by
A pragmatic approach to problem solving.	E	I, T
A committed team player who is effective working with the team and independently.	E	I
Flexibility to organise and prioritise own workload to achieve deadlines, while managing multiple tasks in a dynamic environment.	E	I
Resilience and tenacity	E	
The ability to effectively challenge and feedback where necessary.	D	I
Excellent coaching style and the ability to support coaching strategies.	D	I

Key to assessment methods:

**Please specify for each criterion. (Column to be removed for external posting.)*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter question	I – Interview	E – Exercise	AC – Assessment