

Role Title: HR and Training Advisor
Salary: £22,000 - £23,000

ROLE PURPOSE: To provide a comprehensive HR advisory service to Suffolk Libraries across all aspects of HR and Training		
Accountabilities	Knowledge	Skills
<p>1. Provide an end to end HR service including:</p> <ul style="list-style-type: none"> • Recruitment • Payroll • On-boarding • Employee engagement including rewards and benefits • Management of grievance and disciplinary procedures • Investigations • Absence Management • Commissioning, developing and delivery of training • Exiting from the organisation 	<p>Professional HR qualification or working towards CIPD.</p> <p>Employment law and its application.</p> <p>Development of HR policies and procedures.</p>	<p>Good level of literacy and numeracy skills</p> <p>Proven communication skills for all audiences both orally and written, in a variety of mediums.</p> <p>Confident in communicating with internal staff, external partners and third party providers.</p>
<p>2.. HR Advice and Partnership Working</p> <ul style="list-style-type: none"> • Using Employment Law knowledge to provide accurate, consistent, timely HR advice and support to line managers, escalating when appropriate to the HR Manager. • Provide HR solutions which are meaningful, proactive and responsive. • Work with managers to increase their knowledge in HR policies, employment law and best practice application. • Develop the HR support available, identifying and implementing process improvements and solutions in partnership with managers. • Assist and support managers to resolve complex issues in performance, absence, disciplinary and grievance meetings when required. • Provide employee relations related advice and administration. • Provide HR services and supports to employees located throughout the county. • Support the management of employees on a variety of terms and conditions including TUPE. 	<p>Coaching and advising managers on best practice.</p> <p>Supporting change management.</p> <p>Employee relations casework</p> <p>Facilitating and developing HR/training workshops</p>	<p>Organisational skills, time management prioritising of tasks and working under pressure.</p> <p>Competent IT experience with use of MS Office as well as HR software.</p> <p>Well-developed research skills</p>

<p>3. Service Delivery</p> <ul style="list-style-type: none"> • Work flexibly and as part of a team to deliver a seamless HR/Training service across Suffolk Libraries. • Ensure all employee correspondence in all formats is current, legally sound and fit for purpose. • Maintain all HR data held on employees so that it is current, accurate and secure conforming to General Data Protection Regulation and statutory requirements. • Carry out interrogation and manipulation of the HR system for the purposes of monitoring and provision or management information reports. • Management, participation and support in the delivery and implementation of HR Team projects when required. • Develop and assist with expansion of HR data and reporting systems. • Develop and assist with the development of HR policies and procedures • Responsibility for equipment and resources where appropriate. • Managing the end to end cycle of recruitment across the business for all permanent, contract and temporary positions • Ensure all recruitment processes are compliant with recruitment legislation, HR policy and best practice in line with appropriate checks being carried out particularly around ID, Right to Work, References and DBS. • Liaison with other teams and 3rd party providers to deliver a consistent service, service upgrades and improvements. • Updating payroll and pension changes • Take ownership of own continuous professional development in particular updates around employment law and HR best practice. 	<p>Experience</p> <p>Previous HR experience working at an advisory level in a multi-site environment.</p> <p>Experience of delivery in training, recruitment and employee relations.</p> <p>Experience of the development and delivery of training packages.</p> <p>Can work independently in a busy, fast moving business environment.</p> <p>Professional approach but approachable by all levels of the organisation.</p>	<p>Ability to build effective relationships with employees at all levels.</p> <p>Proven consultation, negotiating and influencing skills.</p> <p>Accuracy and attention to detail</p> <p>Management of resources and budgets to achieve the best outcome for Suffolk Libraries.</p>
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<p>4.. Training and Development</p> <ul style="list-style-type: none"> • Assist in designing and expanding training and development programmes based on the needs of Suffolk Libraries and employees. • Assist with developing and maintaining an effective induction programme. • Assist with producing materials for in-house courses. • Help with managing the delivery of training and development programmes • In partnership with the Compliance Manager ensure that statutory training requirements are met. • Evaluate training and development programmes, amend and revise as necessary, in order to adapt to changes occurring within Suffolk Libraries. • Have an understanding of e-learning techniques, and where relevant be involved in the creation and/or delivery of e-learning packages. 	<p>Enjoys working closely as part of a team to deliver a joined up approach to HR.</p> <p>Experience of HR data manipulation, interrogation and reporting.</p>	
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by ManagerDate.....</p>	<p>Review due by</p>	