



Role Description and Employee Specification

Job Title:	HR Advisor	Location:	Cirencester
Department:	Governance & Development	Service:	HR Services
Reports to:	Head of HR	Working Hours:	37 hours per week
Salary:	£35,000	Peer Group:	PGI-6
Business World Post Number:	New Post	Job Group:	Specialist Level 2
Contract Type:	2-year fixed term	Direct Reports:	N/A

Overall purpose of the Post:	The purpose of this role is to play a key part in delivering excellent HR partnering and a support service across the Council. In this interesting and varied role, you will have the opportunity to get involved in creating and delivering HR solutions according to business need as well as supporting projects, implementing change, and coaching and advising managers.
Key Tasks and Responsibilities:	Recruitment • Support both the Head of HR and managers within the Council, with the recruitment process. Provide assistance, as required, with recruitment campaigns through advice on approach to interview and selection process. • Work with the Recruitment Team to enable the recruitment to be carried out in a timely manner and that any issues that occur during the process are resolved. Terms and conditions • First point of contact, for managers and employees of the Council: – For advice (interpretation & application) of terms & conditions of employment – For maternity & paternity queries to include meeting the employee and liaising with employee and the line manager with regard to their return to work – Manage a case load to include sickness absence, discipline, grievance and performance management cases

	Sickness absence management • To support the Head of HR and managers with sickness absence management cases to ensure procedures are correctly followed and information is forwarded to payroll colleagues in a timely manner • Advise managers where appropriate on the sickness absence process to include dealing with occupational health referrals and home visits Policies and procedures • Support and assist with the review and implementation of policies and procedures Organisational (Clients) • As directed by the Head of HR, assist in dealing with restructures & organisational change • Support the job evaluation process • Ad hoc organisational and administrative projects • Assist in payroll processing, as directed, each month • Provide training to HR Support Advisor for knowledge transfer • Keep up to date with current employment law and HR best practice and make recommendations for change where appropriate • Be a champion for the BWV system, looking at way to engage clients in its use • Manage employee relations cases, building strong relationships with trade unions. Oversee case management, ensuring effective resolution while maintaining a positive and productive working environment. • Coach managers in performance management, supporting them through performance issues and helping to drive a culture of high performance. Provide solutions for managers struggling with performance and guide them through Performance Improvement Plans (PIPs). Staff Engagement/Events • Provide support with the organising and the running of staff engagement/events and the communication of these. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• CIPD qualified/or working towards a current Level 5 and relevant experience of five years • GCSE Maths and English or equivalent to grade C/4 or higher • Ensure all relevant customers and company information is captured and recorded accurately • Ability to work with others to deliver key outcomes • Ability to manage time effectively • Experience in an employee relations environment dealing with a variety of unions on issues to include restructures.

	• Good knowledge of Employment Law. • To support the Head of HR in the delivery of a professional HR service that adds value and delivers effective business-focused solutions. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google		
Desirable Requirements Qualifications, Skills and Abilities:	• Experience of working in a Local Authority environment. • Experience managing TUPE processes, including due diligence, employee consultation, and post-transfer integration.		
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework.		
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. • BPSS Check		
Date Reviewed:	September 2025	Reviewed By:	Director of Governance & Development (Monitoring Officer)
Checked by HRBP	Carmel Togher	Date of Issue:	September 2025