

Join our team

Regional maternity cover role – HR Advisor (Transformation)



Can you cover Carly's role in our team for around 12 months? Great regional role opportunity to work alongside our 50 councils in the east of England. Develop your skills beyond the requirements of an internal HR Team.

Flexible opportunity – can be offered on a secondment basis from any council (we work from home so location is not a key factor), can be part-time and/or on a shared basis (for example: 2 days in your own council and 3 days with the East of England LGA (EELGA)).

Fantastic and high performing Employer Services team – offering trust, autonomy, opportunity to develop new skills and knowledge, fun and laughter (and of course a salary of up to £37K (pro-rata)).

Don't get caught in the rush – apply now and you won't regret it.



Interested: Email us on es@eelga.gov.uk - telling us how awesome you are and a little bit around how you meet the person spec for the role.

Job description and person specification overleaf:

Job Description and Person Specification

Job Title: HR Advisor (Transformation) – Maternity cover

Reports to: Head of Employer Services

Direct reports: None

Job Grade: Salary range - £33 to £37K (pro rata)

Maternity cover role:

This is a part-time maternity cover role, open secondment applications – we have not been prescriptive about these – so if you think the role will really suit you and you would like some experience in a regional role for the east of England – please contact us: es@eelga.gov.uk

Job Purpose

To work as part of a professional team to provide first-line HR generalist advice and support on national terms and conditions of employment and employment law queries/practice to the local authorities in the East of England.

To support the wider team to deliver an effective HR support and advisory service encompassing all people related issues.

To build and develop effective relationships and to share best practice.

To support the development and delivery of EELGA's commercial offer.

Principal Accountabilities

To have responsibility for:

1. Providing an efficient, effective and customer focused first-line HR helpdesk service to HR teams in local authorities, based on local government national terms and conditions of employment, employment law and best practice.
2. Building effective relationships with customers and giving advice, guidance and signposting on a range of HR related issues to support understanding and HR best practice.
3. Supporting the development of good communications and feedback channels across both the Employer Services team and the wider organisation, to deliver a seamless service to customers.

4. Providing support for collating planned surveys and gathering responsive information across the region.
5. Providing support for the collation and promotion of employment information for authorities in the form of bulletins, events, reports and via the website/chatter group.
6. Supporting colleagues to deliver training, development, projects and consultancy services, including the promotion of those services to local authorities in our region.
7. Providing support for conferences and other fee-earning events which are organised by the Employer Services Team.
8. Providing support for regional network meetings (including Heads of HR network and Regional OD Network) and Employer Services events as required.
9. Assisting the Head of Regional Employers and the Senior HR Consultants with day-to-day activities and queries and the maintenance of HR metrics for the region.
10. Compiling, collating information and carrying out research as required within the team.
11. Keeping the CRM up to date in relation to activities carried out by the team, to ensure activity is accurately recorded.
12. Undertake such other duties that are required commensurate with the grade and remit of the post.

Person Specification

Education and Training

- Level 5 CIPD qualified or above (or working towards level 5) or significant HR experience in lieu of this
- Evidence of professional development
- An understanding of local government national terms and conditions of employment
- A good understanding of UK employment legislation

Work Experience

- Experience of working as an HR generalist and providing advice and guidance to customers
- Experience of working in a professional team, working collaboratively and providing support to colleagues to deliver a range of HR services

Skills

- Excellent customer service and interpersonal skills, including an ability to develop and maintain effective business relationships with customers and stakeholders
- Ability to spot and deal with issues as they occur, applying a curious and inquisitive mindset
- Strong research and analysis skills, with the ability to collect and analyse complex data and produce and share information in a variety of formats
- High standard of oral and written communication skills, including tact and diplomacy
- Possess a strong work ethic with the ability to multitask, prioritise and meet deadlines
- Detail orientated with good proof-reading skills and ability to maintain attention to detail and accuracy
- Ability to work independently, demonstrating own initiative and as part of a professional and collaborative team
- Competent in using MS Office software (Word / Excel / Powerpoint)
- Excellent IT skills including digital skills for agile working.
- Committed to equality of opportunity and inclusion
- Ability to maintain impartiality, confidentiality and exercise discretion

Special Requirements

- A flexible approach to working hours where the need arises.
- A willingness to travel and a full current driving licence and access to a suitable vehicle or suitable alternative mode of transport.

ENDS