

JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Human Resources
Post No & Job Title:	C14 – Human Resources and Apprenticeships Officer
Grade:	Grade 9
Responsible to:	C12 – HR and Learning & Development 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. To manage the Council's Apprenticeships programme and Apprenticeship Levy.

Main Duties and Responsibilities:

Human Resources

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. Statutory procedures e.g. Right To Work, EU Settled Status, Basic Disclosure

- g. Working relationships
 - h. TUPE transfers
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, statutory clearance, etc.
 - d. Recording and verifying candidates Right to Work and immigration status in line with the current government and Home Office legislation.
 - e. Ensuring correct input onto HR/payroll computerised system to ensure the accuracy of employee records.
 4. 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.
 5. Manage the Council's basic disclosure process for employees including:
 - a. Review and manage the system for checks including authorising payment.
 - b. Working with Managers' responsible for the identification of eligible posts
 - c. Conducting risk assessments with employees where checks have identified a potential risk.
 - d. Monitoring of the budget;
 - e. Reviewing existing Council's policies and procedures relating to the checking process ensuring they are in accordance with legislative and Home Office requirements.
 6. Manage the Council's Redeployment register including:
 - a. Updating and matching employees on the Redeployment register.

- b. Carrying out redeployment interviews.
- 7. 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 their state retirement age.
- 8. Providing a comprehensive HR service to L Leisure including operating within different terms and conditions, policies and procedures including:
 - a. Site visits in and out of normal Council operating hours
 - b. Attendance at any meetings
- 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. Support the section with the administration of occupational health referrals
 - c. Preparing correspondence for employees, managers, occupational health, counsellors, etc.
 - d. 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 as and 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. Drafting of reports, correspondence, memoranda, minutes and other documents.
19. Attendance and presenting at LJCC and Cabinet as and when required.
20. Attendance at Equalities Working Group, Broxtowe Disability Forum and Employee Mental Health Champions Group, including leading on initiatives.
21. Ensuring the Council's Work Experience quotas are met.
22. Responsible for holiday calculations for Leavers including administrative rights on Tensor.
23. Attendance at Job Fairs across the Borough to promote recruitment and inclusivity.
24. 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.

Apprenticeships

25. Implementation of the Council's Apprenticeship programme including:
 - a) Utilisation of the Council's Apprenticeship Levy
 - b) Management of the Apprenticeship Levy online portal
 - c) Working with Managers to identify apprenticeship opportunities
 - d) Identification of suitable apprenticeship courses
 - e) Liaising with third party training providers
 - f) Authorisation of course payments, invoices and administration
 - g) Responsible for statutory reporting
 - h) Internal monitoring and reporting of statistics
 - i) Ensuring that the Council's Apprenticeship quotas are met

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 and Apprenticeships 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.