



ADUR & WORTHING  
COUNCILS

### Job Description

<b>Authority:</b>	Adur & Worthing Councils
<b>Directorate:</b>	Digital & Resources Directorate
<b>Section:</b>	Human Resources
<b>Post Title:</b>	HR Employee Relations Caseworker
<b>Post Number:</b>	44139
<b>Accountable to:</b>	Head of Human Resources
<b>Management responsibility for:</b>	N/a
<b>Authority to liaise with:</b>	Senior and other Officers of the Council, Employer's Organisations, Trade Unions Officials, members of the public and other organisations
<b>Meetings attended on a regular basis:</b>	N/a
<b>Work Style</b>	Flexible

#### Principal purpose of job (role summary)

- To provide a specialist HR advisory service supporting the effective management of a portfolio of Employee Relations Cases.
- Use highly developed interpersonal skills to manage the resolution of workplace conflicts to achieve acceptable solutions.

#### Main duties, tasks and responsibilities of post holder

1. Advise and support managers, at all levels with all matters relating to employee relations cases i.e. disciplinaries, grievances, absence, performance support
2. Provide specialist employee relations advice in the management of both informal and formal processes and attend meetings/hearing as and when required
3. Provide expert advice to support managers with HR matters and be able to add value in identifying the risks attached to a broad range of approaches.
4. Develop and promote effective, credible and professional relationships with Directors, Heads of Service and Managers, employees and relevant external bodies to ensure effective delivery of the HR function.
5. Coach and influence managers from a people perspective, developing their people management/leadership skills and constructively challenging inappropriate behaviours/actions.
6. Build manager confidence to deal appropriately with people management issues, including offering training and coaching with individuals or group workshops.

7. Keep abreast of current ER case law, good practice and innovation in HR and to be courageous in problem solving to address the business needs of the internal customer.
8. To adhere to the Equal Opportunities Employment Policies and Practices and to model the leadership values of Worthing Borough and Adur District Councils.
9. To comply with the Health and Safety legislative and other requirements relating to the safety of staff.
10. Ensure a positive response to customer service and adhere to agreed procedures.
11. Comply with the Code of Conduct as far as it applies to staff employed by either Worthing Borough or Adur District Councils.
12. The post holder will have access to personal, confidential and sensitive personal (employee) data and will have responsibility for maintaining its accuracy, security and disclosure in defined circumstances. This must be carried out within the agreed procedures and any other instructions given.
13. Undertake all duties in accordance with Councils policies, in particular those relating to Customer Care and Equal Opportunities.
14. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
15. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Councils policies.
16. Promote the service and Councils positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	

<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	