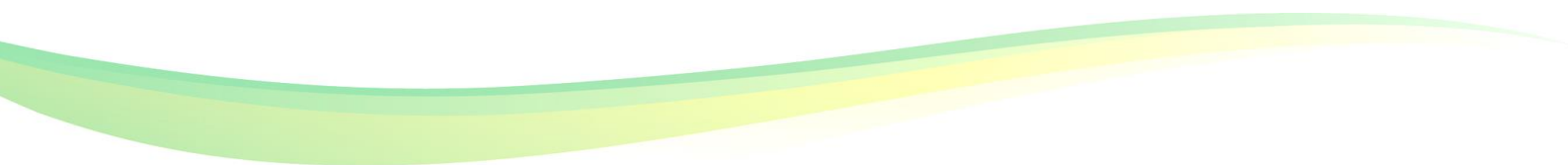




JOB INFORMATION PACK





Applying for a vacancy

The online application process has 8 different sections within it. All sections need to be completed. You will be unable to submit your application if any fields marked with a red asterisk are left blank. You must also ensure that you have correctly entered the 'captcha' code at the bottom of the page, and have ticked to confirm you have read and agree to the consent of use.

If you are applying for your first job, please insert your previous school or college under section 3 'Previous Employment History', inserting £0 for the salary.

Each vacancy has identified questions under section 7 'Application Specific Questions'. The answers to these questions are used for short listing applications for interview. You are advised to consider your answer carefully to each question as there is a limit on the number of characters you can enter.

If you wish to read through the questions and complete the application form at a later date, there is the facility to save your application.

Please note: The saved application will not open in any other software.

In order to view your application, go back into the vacancy to apply, and use the 'Browse' function above section 1 to reload your saved application.

You are strongly recommended to print your application for your own records **before you submit** your completed application for consideration. Once you have submitted your application you will no longer have access to it.



Your personal information – what we need and why?

Daventry District Council collects personal information from you in order to process your suitability for employment. This includes your contact details, education, employment and ethnic monitoring information. We will not collect any personal data from you we do not need.

The information you provide will be retained within our Lagan IT system for recruitment purposes, and then transferred to our HR and Payroll system if your application is successful.

Who does the Council share your data with?

It may be necessary to share your personal information internally and with our occupational health provider for the purpose of recruitment. However, no third parties have access to your information, unless the law allows them to do so.

How long does the Council keep your data?

The Council will need to keep your personal data for a minimum of 6 months after which time it will be destroyed. If you are successful your information will be transferred to the internal HR system and Payroll system for the length of your employment, plus an additional 6 years.

What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can submit a formal complaint to the Information Commissioner's Office (ICO)

Our Data Protection Officer is Gillian Kennedy and you can contact her by email dataprotection@daventrydc.gov.uk

All information you provide is held in accordance with the Data Protection Act.



HR Advisor

26.5 Hours per week, 12 month fixed term contract

£30,910 - £33,287 pro rata.

Daventry District Council's Governance & HR Team are seeking to appoint an experienced generalist HR Advisor for a temporary period up to 12 months.

The successful candidate will hold a CIPD level 7 Diploma or equivalent and have substantive experience working in a customer focused HR role.

The successful candidate will be a confident team player and possess excellent numeracy skills, be a good communicator, and be able to work to fixed deadlines.

Closing date: 10th March 2019

Interview date: 21th March 2019

To apply please go to www.daventrydc.gov.uk



Job Description

Job Title:	HR Advisor (Temporary post) – (0.72 FTE)
Post Number:	CEPS102
Team:	Governance & HR (Resources)
Pay Band:	9
Reporting to:	Governance & HR Manager
Responsible for:	N/a

Job Purpose

To support the Governance & HR Manager in the delivery of a professional, customer focused, operational HR service which helps the Council in achieving its objectives.

Main duties and responsibilities

1. Provide advice and support to managers to assist them to achieve their service aims and objectives.
2. Develop effective working relationships with managers and employees, providing sound and professional advice, guidance and coaching on HR policies, procedures, employee relations and best practice.
3. To support and advise managers and employees through restructuring and change processes.
4. To support managers at all stages of the recruitment process including participation in interviews where necessary.
5. To actively support engagement in social media to raise the profile of the Council's recruitment brand and develop social channels for recruitment.
6. Assist with the review, development and implementation of corporate HR policies and procedures to ensure best practice and consistent application of approach.
7. Responsible for the management of sickness absence casework including providing advice and support to managers in respect of short term and long term sickness absence and health issues.
8. Advise and support managers on employee relations issues including disciplinary, grievance, capability, harassment and discrimination cases; assisting with investigations and advising at formal hearings.
9. To support the provision of learning and development activities and HR projects.
10. To advise managers and employees on the application of conditions of service and council policies.
11. To update the Council's HR Information System and maintain the Council's establishment.

12. All employees are expected to maintain high standards of customer care in the context of the Council's Values, to uphold the Equality Scheme and Health and Safety standards, and to participate in training activities necessary to their post.

Dated: February 2019



Person Specification – HR Advisor

A = Application form

T = Test

I = Interview

D = Documentary Evidence

P = Presentation

Knowledge and Qualifications	Essential or Desirable	Method of Assessment
Chartered Institute of Personnel Development (CIPD) Level 7 Diploma or equivalent	E	A & I
Knowledge of UK employment law and proposed legislation changes.	E	A & I

Experience	Essential or Desirable	Method of Assessment
Substantive experience of working in a customer focused HR role.	E	A & I
Experience of advising and coaching managers in employee relations issues.	E	A & I
Experience of supporting managers and employees in change management processes.	E	A & I
Experience of supporting and active participation in recruitment processes.	E	A & I
Experience of working in a public sector environment	D	A & I
Experience of interpreting legislation, policy and		

guidance to contribute to the formulation of local policies and procedures.	E	A & I
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Skills and Abilities	Essential or Desirable	Method of Assessment
Excellent written and verbal communication skills with the ability to produce and present reports in a clear and professional manner.	E	A & I
Excellent IT skills with a good working knowledge of Microsoft Office.	E	A & I
Ability to communicate clearly to a variety of audiences.	E	A & I
Ability to use social media and to develop the Council's on-line recruitment profile.	E	A & I
Ability to use own initiative to organise and manage own workload to meet priorities with minimal supervision.	E	A & I
Ability to work to tight deadlines in an environment of changing priorities.	E	A & I
Ability to work as a member of small team.	E	A & I
Ability to develop productive working relationships with managers at all levels, colleagues and employees throughout the Council.	E	A & I

Date: February 2019

