

# Job Profile

## HR Adviser Apprentice

Grade: Higher Level Apprenticeship

Date created: 12.04.2024

### About the Job

As an HR Adviser Apprentice, you will support HR/OD Advisers and managers to develop and implement proactive HR/OD solutions that contribute to the effective delivery of Council services. You will gain practical experience across all areas of People Services, developing your knowledge and skills while supporting the achievement of business outcomes. We will provide structured development and guidance, alongside opportunities for you to apply your learning.

### This is what we need you to do...

- Support and work with colleagues in People Services and the business to enable the achievement of business outcomes.
- Work closely with the business partner or relevant strategic HR/OD lead to scope the needs of the business.
- Help to implement creative and innovative HR/OD solutions to improve business outcomes.
- Establish personal and professional credibility and value with service managers and customers.
- Help achieve individual and team efficiencies through improved working practices.
- Support the identification of gaps and challenges regarding 'people management' process/working relationships and identify solutions where appropriate.
- Support identified projects which ensure continuous improvement of either People Services or the business more
- Act as an advocate for organisational aims by owning, supporting and promoting organisational decisions, and reflect those decisions in your own practice.
- Be flexibly deployed into any area of People Services to extend your experience and carry out an effective operational role.
- Be committed and proactive in respect of your own continuous professional development.
- Address people issues within your area of work, managing risks and creating innovative solutions.
- Maintain up to date people policies, ensuring developments in people practice are embedded.
- Make and present evidence-based decisions for people solutions, drawing on and carrying out relevant research and utilising benchmarking data.
- Provide advice, guidance, and training to the business on people

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.



generally.

- Proactively share learning with People Services colleagues.
- Develop and maintain inclusive relationships with internal stakeholders to influence and support their people requirements.
- To undertake the level 5 higher apprenticeship People Professional standard.

related issues in line with business policies and employment law.

### Special Conditions

- Must comply with Data Protection Act and Councils Codes of Conduct/Policies, including those for accessing personal/sensitive data

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.



## The ideal candidate will have...

### Experience

- The post holder will be expected to have a theoretical understanding of effective people management practice but will not need to be an experienced HR professional at appointment.

### Knowledge, Skills and Understanding

- Understands employment law and people management theory
- Works accurately, with good attention to detail
- Communicates both verbally and in writing in a clear, well constructed and succinct English
- Good organisational skills
- Ability to deal with individuals and situations in a confidential and a sensitive manner
- Can plan & prioritise own workload
- Takes ownership of their work, including allocated cases/projects
- Confident using research and analytical skills
- Some understanding of project management
- Intermediate IT skills (Microsoft office, Word, file management)
- Knowledge of public services and particularly the local government operational context
- Able to deploy influencing skills

### Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Positively demonstrates CIPD and Gloucestershire Employee Behaviours.
- Positive approach to change/flexibility/movement around teams
- Ability to work effectively with people at all levels and to build effective relationships
- Problem solving and innovative approach
- Flexible and adaptable
- Proactive team worker
- Able to work across professional boundaries
- Commitment to quality customer service and drive for continuous service improvement
- Positive attitude and emotionally resilient
- Objective
- Diplomatic
- Ability to work to challenging deadlines.
- Comfortable with challenge
- Willingness to contribute own views and to accept guidance

### Education & Qualifications

#### Essential

- A degree or equivalent practical experience
- Commitment to Continuous Professional Development

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.



We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

