

Role Description and Employee Specification

Job Title:	Senior HR Advisor	Location:	Coleford
Department:	HR & Corporate Services	Service:	Human Resources
Reports to:	Head of HR & Corporate Services	Working Hours:	37
Salary:	£43,149 - £48,738 (includes 26/27 NJC pay award)	Grade:	9
Contract Type:	Permanent	Direct Reports:	n/a

Overall purpose of the Post:	The purpose of this role is to: Provide a high level of professional HR support, working with Head of HR & Corporate Services, to the Forest of Dean District Council Managers across all aspects of employee relations, organisational change and workforce transition. The postholder will play a key role in supporting the Council through the Local Government Reorganisation of Gloucestershire and the creation of a single unitary authority from 1 April 2028, including supporting staff through organisational change, consultation processes and the transfer of employees under TUPE. The role will also promote and embed equality, diversity and inclusion across the organisation, ensuring employment practices are fair, transparent and compliant with statutory requirements and best practice.
Key Tasks and Responsibilities:	• Provide professional HR advice to managers across the full range of employee relations issues including grievance, discipline, absence, performance management and redeployment, in line with best practice, policy and employment legislation. • Interpret and advise on employment legislation & terms and conditions of employment. • Advise managers of the HR implications of their decisions, providing relevant information to support their decision-making and provide thorough analysis of associated risks.

	• Advise on pay and grading issues including grading assessments and job evaluation. • Develop constructive relationships and partnership working with trade union representatives. • Manage employee relations caseload. • Provide interface to Occupational Health Service. • Promote equality, diversity, inclusion and wellbeing initiatives and support the delivery of the Council's Equality, Diversity and Inclusion objectives. • To liaise with other HR colleagues within the Public Support Services partnership as appropriate to maintain effective communication links, ensuring that best practice is shared and developed and to facilitate cross-cover of HR services. • To support the Head of HR & Corporate Services in the delivery of a professional HR service that adds value and delivers effective business-focused solutions • Produce written documents and presentations regarding HR. • Ensure all relevant customers and company information is captured and recorded accurately • To act as a champion for HR best practice, enhancing the reputation of the service across all clients. • To monitor legislation and the technical press for new developments and bring them to the attention of the HR Manager. • Support the Head of HR & Corporate Services in the planning and delivery of Local Government Reorganisation activities, including workforce transition, consultation, organisational change and TUPE transfer arrangements. The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• CIPD qualified/or working towards a current Level 5 and relevant experience of five years • GCSE Maths and English or equivalent to grade C/4 or higher • Ability to work with others to deliver key outcomes • Ability to manage time effectively • Experience in an employee relations environment dealing with a variety of unions on issues to include restructures. • Good knowledge of Employment Law. • To support the HR & Corporate Services Manager in the delivery of a professional HR service that adds value and delivers effective business-focused solutions. • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need

	• Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Teams		
Desirable Requirements Qualifications, Skills and Abilities:	• Relevant recognised qualification • Knowledge and experience of working in a public sector organisation		
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places • To support the response to a major incident, including taking up a designated role within the emergency management framework.		
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Access to a vehicle for work purposes. • BPSS Check		
Date Reviewed:	August 2026	Reviewed By:	Clare Jones
Checked by HRBP		Date of Issue:	