



NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

One Council, One Borough.

Achievement

**Empowering and
enabling our staff**

Working Together

**Performing well and
getting things done**

People First

Shared Goals

Job Title:	Senior People Advisor	Grade:	10
Service:	Strategy, People and Performance		
Date of Issue:	March 2026		
Responsible to:	People Business Manager		
Responsible for:	People Advisors and People Assistant		

Main Purpose of Job

To provide business focussed and high quality advice and support on all people related matters in line with the appropriate HR policies and procedures, employment law and best practice.

To line manage a small team of People Advisors and an Assistant to deliver a service covering the entire employee life-cycle.

To take a lead role in the cultural and values development of the Council, embedding our values across the organisation and supporting teams to grow and develop skills, knowledge and behaviours which align to our vision.

Through use of data and clear performance metrics, to engage services in continuous improvement, support efficiencies and encourage innovation.

Main Duties & Responsibilities

1. To provide sound and professional people management advice, guidance and support to the officers of the council. To support a culture of autonomy and independence around people

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management whilst maintaining a framework aligned to best practice, policy and employment law.

2. To engage in focussed and regular continuous professional development which includes the requirement to keep up to date with employment legislation changes and best practice as well as understanding national, regional and local policies, altering own practise where necessary.
3. Develop and maintain effective and mutually challenging working relationships with Trade Unions and play a key role in the consultative framework
4. To develop and deliver learning initiatives and support overall development and skill enhancement across services.
5. To line manage the People Advisors; including responsibility for appraisal, objective setting and support including acting as a mentor for professional development.
6. To lead or participate in Job Evaluation panels as required in partnership with recognised Trade Unions
7. To lead and support on key projects as appropriate such as Organisational Change/TUPE/Reviews of Pay and Benefits
8. To support the delivery of the People Strategy including themes of:
 - Engagement and Cultural Development
 - Developing Compassionate Leadership Competencies and Behaviours
 - Resourcing and Workforce Planning
 - Inclusion, Diversity and Allyship
 - Operational Excellence and Performance
 - Wellbeing
9. To support the People Business Manager and the Service Director for Strategy, People and Performance to:
 - a. Contribute significantly to transformational change and encouraging and supporting innovation, learning and improvement in all areas of the Council's activities.
 - b. Initiating and developing links and partnerships with other local authorities, regional and national bodies and other private, public and voluntary sector organisations, where appropriate, to achieve the Council's objectives.
 - c. To support the reputational development of the Council as an employer of choice.
10. Proactively identify areas for improvement and development, enacting change which positively impacts on service delivery.
11. To be actively involved in departmental meetings as well as represent the department / Council as required.
12. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post.

Service Responsibilities

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety Policy and Procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

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4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
7. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.
8. To be aware of and adhere to the Council's safeguarding Children and Adults at Risk of Abuse and Neglect Policy.

Occasional Tasks/Duties/Responsibilities

1. Requirement to take a role in relation to civil contingencies as needed

This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration. The job description may be changed from time to time to meet changing circumstances and does not form part of your Contract of Employment.

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PERSON SPECIFICATION

Job Title:	Senior People Advisor	Grade:	10
Directorate:	Chief Executive	Service:	Strategy, People and Performance
Responsible to:	People and OD Business Manager		
Responsible for:	People Advisors and Assistant		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATION	Relevant Degree or Professional / Management Qualification which offers a minimum of CIPD Level 5 (desirable Level 7)	✓		A/D
	Chartered Member of CIPD		✓	
	Associate Member of CIPD	✓		A/D
EXPERIENCE	Of providing effective and practical HR advice and support to both employees and managers on employer relation topics i.e. attendance management, capability, terms and conditions of employment, disciplinary and grievance	✓		A/I
	Of developing and implementing effective and practical HR policies, procedures, guidance, processes and / or toolkits for managers and employees	✓		A/I
	Of successfully working with and influencing Trade Unions	✓		A/I
	Of proactively identifying areas for improvement and taking action to make changes	✓		A/I
	Of analysing data in order to make evidence based decisions	✓		A/I
	Undertaking job evaluation processes		✓	A/I
	Of Line managing HR professionals		✓	A/I
KNOWLEDGE	Of local Government terms and conditions of employment i.e. NJC & JNC		✓	A/I
	Of employment law, best practice, and practical application within the field of HR			A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	Of DBS procedures		✓	A/I
	Of Pension Regulations and Local Government Pension Scheme		✓	A/I
SKILLS & COMPETENCIES	Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure	✓		A/I
	Accepts constructive feedback and makes adjustments accordingly plus has an awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning	✓		A/I
	Has the ability to set and meet challenging goals, creating own measures and consistently seek ways of improving performance	✓		A/I
	Communicates information clearly accurately, positively and in a timely manner as well as listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	✓		A/I
	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds plus showing an awareness of how their actions may affect others.	✓		A/I
	Makes decisions confidentially and quickly and has the ability to negotiate and influence others to obtain a 'win / win' solution.	✓		A/I
	Aspire to be better and exceed expectations and promote a positive 'can do' attitude	✓		A/I
SPECIAL CONDITIONS				
OTHER	Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	✓		A/I
	IT literacy skills sufficient to produce correspondence using Microsoft Office packages such as Word, Excel and Outlook.	✓		A/I

Key:

A = Application
 I = Interview and /or Test
 D = Documentation

