



Falkland Islands Government - Job Description

Job Title:	Senior Human Resources Advisor
Department:	Human Resources Department
Reports to:	Senior HR Business Partner ¹
Grade:	FIG Grade - C
Job Purpose	
<p>To manage a team of Human Resources Advisors/Trainee Advisors, being responsible for ensuring effective quality control systems and procedures are in place to support an effective delivery of FIG HR services including local and overseas recruitment, on boarding, employee relations advice and other guidance.</p> <p>To operationally support FIG managers by providing advice, support, guidance and training in managing their staff in accordance with the Management Code.</p> <p>To lead in the development of office procedures and processes to deliver an effective HR service including the development of data requirements to allow for effective evidence-based decision making.</p>	
Main Accountabilities:	
<ul style="list-style-type: none">• Provide leadership and primary line management to the team of HR Advisors, embracing a coaching relationship to develop skills and capacity.• Ensure quality control mechanisms and information management systems are in place as necessary to deliver an efficient timely service across FIG.• To oversee all local and overseas recruitments, contracts of employment, terms and conditions, remuneration and resourcing matters, in order to enable fair, consistent and effective management of the HR service.• To support FIG managers in an effective implementation of Management Code procedures.• Assist the Senior Human Resource Business Partner in reviewing the effectiveness of the Management Code and leading updates as required.• Support the Senior Human Resource Business Partner in developing strategic initiatives and priorities.	

¹ This post is subject to approval by Executive Council.

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- Deliver and assist in the delivery of corporate training programmes, including employee induction.
- Ensuring regular HR system maintenance is undertaken.
- Assisting with specific HR-related projects agreed by the Senior Human Resource Business Partner or Director which are commensurate with the post and grade.
- Assist in the preparation and scheduling of HR reports to the Corporate Management Team, Executive Council and elected officials as required.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

- A high degree of confidentiality must be maintained at all times.
- The postholder is required to understand and demonstrate the ability to work flexibly for the benefit of the HR Team and for the operation and to take on new projects and initiatives that are considered to fall within the duties and responsibilities of the job.



Falkland Islands Government – Person Specification

Person Specification:	Senior Human Resources Advisor		
Criteria	Essential	Desirable	Assessment Method
Experience:			
5 years post qualification experience in a generalist HR/Personnel role.	✓		A
Demonstrable experience of applying employment legislation and HR best practice employment initiatives.	✓		A/I
Clearly identifiable experience of policy development, drafting and implementation, and/or quality assurance monitoring.	✓		A/I
Experience of successfully dealing with difficult and sensitive situations in a diplomatic and professional manner.	✓		I/R
Ability to demonstrate good working knowledge of, and proficiency in 1) applying recruitment and selection advice and techniques, 2) employee relations, 3) employment legislation, 4) translating policies and procedures into practical, tangible solution for managers, 5) performance and absence management, and/or defending Employment Tribunal/operational litigation cases.	✓		A/I
At least three years recent operational experience of dealing effectively with employee relation issues.		✓	A/I
Experience of Job Evaluation/Pay Audit Process/Pay Gap analysis.		✓	A/I
Facilitation/mediation experience.		✓	A/I
Skills, Knowledge & Aptitude:			
Ability to deliver a high-quality HR service to tight timescales.	✓		I/R
Ability to lead and develop a team adopting coaching style relationships to realize capacity.	✓		
Proof of ability to effectively deal with complex issues in a calm and measured manner.	✓		I/R
Evidence of excellent interpersonal skills and the ability to develop effective professional relationships with work colleagues, elected officials, the public and all other stakeholders.	✓		P/I
Good presentation skills.	✓		P/I
Able to demonstrate effective, active listening skills.	✓		I
Ability to use clear, concise and logical language when speaking/writing and avoid jargon.	✓		A/I
Ability to independently reach appropriate decisions within field of operation.	✓		I/R

Falkland Islands Government – Person Specification

Ability to adapt quickly and flexibly to new demands and change and to prioritise to work to ensure deadlines are met.	✓		I/R
Excellent attention to detail.	✓		A/I/R
Good knowledge of employment law and how to apply it effectively in an HR environment.	✓		I/R
Proficient in the use of MS Office programmes, especially Excel and Word.	✓		A/R
Flexible – demonstrates and delivers on a 'can do' attitude.	✓		R
Personal Skills/Competencies:			
Ability to inspire confidence and trust from service users.	✓		I/R
Able to operate with a high level of confidentiality.	✓		R
Able to ensure that the highest standards of quality and customer care are achieved for the service.	✓		R
Personally effective – excellent organisational and time management skills.	✓		P/R
Ability to introduce calm and order to any situation rather than exacerbate issues.	✓		R
Good team player, but able to work independently.	✓		R
Qualifications & Training:			
A degree (or equivalent) in a relevant subject.	✓		A
Chartered CIPD Member.	✓		A
Evidence of recent HR related CPD.		✓	A

Method of assessment:

A – Application Form
P – Presentation

I – Selection Interview
R – Reference