



Thurrock Council Job Profile

Job Title	ER Officer
Grade	D
Directorate	Corporate Services
Responsible to	HR Business Partner
Last Review Date	18/03/2024

Job Purpose

To provide essential support to the delivery of organisational change programmes and TUPE transfers.

The role is responsible for preparing accurate documentation, maintaining clear records, and coordinating key tasks to ensure all HR processes are completed in line with employment legislation, local authority policies, and project timelines.

Working closely with HR colleagues, managers, and external stakeholders, the postholder will support consultation activity, produce letters and employee information packs, update HR systems, and manage documentation required for due diligence.

This role ensures the smooth, compliant, and efficient administration of workforce changes, contributing to a positive and well-organised employee experience during periods of transition.

Values & Accountabilities

Our Shared Values	<ol style="list-style-type: none">1. Together, we hold ourselves to account to get things done. We do this by demonstrating accountability and integrity.2. Together, we make possible what cannot be achieved alone. We do this by being collaborative and focusing on impact.3. Together, we will listen and act to continually improve. We do this by being responsive to local people and the issues they raise and adapting our approach to achieve better outcomes.
Corporate Accountabilities	<ol style="list-style-type: none">1. To work with colleagues to achieve service plan objectives and targets.2. To comply with data protection legislation and the council's Information Security Policy, including supporting policies.3. To be willing and able to work in a flexible and agile way with regard both to hours of work and location of work, including remote and home working, as required, subject to service needs and requirements.4. To participate in performance development, talent reviews and one-to-ones and to contribute to the identification of your own and team development needs and goals.

	<p>5. To actively promote and comply with the council's diversity and equality policies.</p> <p>6. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the council's Health and Safety Policy and all locally agreed safe methods of work.</p> <p>7. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.</p> <p>8. At the discretion of the senior management, to undertake other activities as, from time to time, may be agreed consistent with the grade and nature of the role.</p> <p>To undertake and maintain relevant mandatory training in line with legislation.</p>
<p>Key Service Accountabilities</p>	<p>1. Support the provision of comprehensive and high-quality advice to managers.</p> <p>2. Coordinate formal consultation meetings with employees and trade unions and provide HR support and note-taking.</p> <p>3. Maintain accurate records for all transferring employees, including terms, variations, and protected rights.</p> <p>4. Assist in drafting, FAQs, and HR guidance for managers and employees.</p> <p>5. Provide administrative support for any contractual changes arising from the transfer (e.g., payroll updates, HRIS updates, issuing new contracts).</p> <p>6. Maintaining HR systems to ensure accurate and up to date recording</p> <p>7. Undertake a range of support activities including general administration</p> <p>8. Provide support for meetings and hearings, including co-ordinating diaries and note taking</p> <p>9. Maintenance of confidential records, in order to retrieve data quickly and efficiently</p> <p>10. Respond to requests for information in a professional and timely manner</p> <p>11. Responsible for managing own workload flexibly to ensure conflicting priorities are managed, and deadlines are met.</p>



Person Specification

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Directorate	Corporate Services

Information for Applicants

The person specification provides an outline of the experience, skills, and abilities we expect the successful applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you meet the requirements.

Method of testing	Weighting
1 = application form	1 = low importance
2 = interview	2 = medium importance
3 = assessment tests	3 = high importance

Disabled people will be offered an interview where they meet the essential requirements alone.

Requirements for this Job

Key competencies and behaviours	Method of testing	Weighting
1. Skills and abilities – essential		
Broad knowledge and experience of the interpretation and practical application of HR policy and practices	1,2	3
High level of attention to detail	1,2	3
Strong organising and planning skills	1,2	3
Ability to work under pressure and meet deadlines	1,2	3
Ability to communicate and give advice and support to a wide variety of audiences	1,2	3
Ability to analyse data, identify issues and problem solve	1,2	3
Ability to use own initiative and judgement in planning work priorities	1,2	3

Proficient IT skills with working knowledge of Microsoft Word, Excel and Outlook, Oracle and other HR systems	1,2	3
2. Other requirements – essential		
To behave in accordance with our values.	1/2	3
Commitment to the principles of agile working including the ability to work flexibly with regards to both hours of work and location of work including remote and home working as required.	1/2	3
3. Equalities – essential		
Understanding of and commitment to principles of equality and diversity and compliance with Thurrock Council policies.	1/2	3

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Recruitment safeguarding	Requirement
Will the post holder have substantial unsupervised access to children or vulnerable adults?	No – use standard recruitment process Yes – Use Safer Recruitment process
Is a Disclosure and Barring Service (DBS) check required for this post? Read the Recruitment and Selection Policy for guidance.	No – Not required Yes – Basic check required Yes - Standard check required Yes – Enhanced check required