



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Resources
Post Title	HR Officer
Post Number	tbc
Accountable to	HR Product Owner
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	April 2026

Job Description - Principal purpose of job (role summary)

As HR Officer you will support the HR Product Owner in making evidence-based workforce decisions through the collection, analysis, and reporting of workforce data and insight.

The role is responsible for maintaining workforce datasets, producing workforce reports and dashboards and identifying opportunities to improve HR systems, reporting processes, and workforce analytics capability.

The role supports learning and development, workforce planning and organisational development activity.

The role also contributes to the effective administration of recruitment processes, payroll data processing and provides first line advice and guidance to managers and employees on HR administrative processes.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver the Councils' "Fair, Green & Local" strategy
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities Workforce Data and Insight • Collect, maintain, and analyse workforce data from HR systems and other organisational data sources. • Produce regular workforce reports and dashboards covering areas such as headcount, turnover, absence, recruitment activity, workforce diversity, and other workforce trends. • Develop and maintain workforce metrics and key performance indicators (KPIs) to support organisational monitoring and performance management. • Provide workforce data analysis and insight to support workforce planning, organisational development, and strategic decision-making. • Ensure workforce data accuracy, integrity, and consistency across HR systems and reporting platforms. • Respond to internal requests for workforce information and analysis from managers, HR colleagues, and senior leaders. • Support the production of statutory workforce returns, FOI requests and organisational reporting requirements. HR Systems and Process Improvement • Support the maintenance and development of HR systems used for workforce data management and reporting. • Identify opportunities to improve data collection methods, reporting processes, and workforce analytics capability. • Contribute to the development of digital solutions that improve workforce insight and HR operational efficiency. • Work with HR colleagues and the Digital team to ensure HR systems operate effectively and securely. Learning and Development • Provide support for organisational learning and development programmes. • Coordinate training activities including scheduling training sessions, maintaining participant records, and managing training bookings. • Maintain training records within the HR system. • Monitor completion of mandatory and compliance training and produce regular reports. • Support evaluation of learning activities by collecting participation and feedback data. Recruitment Administration • Provide administrative support for recruitment processes including vacancy creation, job advertisement, application management, and candidate communication. • Ensure recruitment activity is recorded accurately within HR systems. • Support managers with recruitment administration and ensure processes comply with organisational procedures. • Maintain recruitment records and produce recruitment activity reports where required.

Payroll Data Processing • Maintain and update employee payroll-related information within HR systems including new starters, contractual changes, and leavers. • Ensure HR payroll data is processed accurately and in accordance with payroll deadlines. • Liaise with payroll providers or finance teams to resolve payroll-related queries. • Investigate and correct data discrepancies relating to workforce records or payroll data.
First Line HR Advice • Provide first line advice and guidance to managers and employees on HR administrative processes, including recruitment procedures, payroll data processes, and learning administration. • Respond to routine HR queries and escalate complex matters to the HR Business Partners or senior HR colleagues where appropriate. • Support managers in accessing workforce information and reports.
Equality, Diversity and Inclusion • Ensure workforce data collection and reporting supports equality, diversity and inclusion monitoring. • Assist in the preparation of workforce diversity reports and analysis. • Promote fair and consistent processes in recruitment administration and workforce reporting.
General Responsibilities • Maintain confidentiality when handling employee and organisational data. • Ensure compliance with data protection legislation and organisational information governance requirements. • Support continuous improvement initiatives within the HR service. • Keep up to date with developments in workforce analytics, HR systems, and reporting tools. • Undertake other duties appropriate to the level and responsibilities of the role.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity
Adaptable	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	Desirable
Qualifications	• Educated to A-level standard or equivalent relevant experience.	• Qualification in HR, business administration, data analysis, or a related discipline. • CIPD Level 3 qualification or working towards.
Knowledge	• Good understanding of employment legislation. • Understanding of workforce data management and reporting processes. • Knowledge of data protection and information governance principles. • Understanding of HR systems and workforce databases.	• Awareness of equality, diversity and inclusion monitoring in workforce reporting.
Experience	• Proven experience in delivering key HR operational processes, including recruitment, onboarding, payroll inputs, and employee lifecycle management. • Experience maintaining workforce datasets and producing reports, dashboards and workforce metrics. • Experience using HR systems or Learning Management Systems. • Experience providing administrative support for learning and development activities.	
Communication	• Excellent communication and interpersonal skills, with the ability to build relationships with both technical and non-technical	• Ability to explain workforce data insights clearly to non-technical

	stakeholders • Excellent questioning and listening skills to help identify user requirements.	audiences.
Relationship Building	• Ability to build positive and productive working relationships with a variety of individuals including staff, managers. • Ability to work in a participative way to achieve shared goals.	
Analytical	• Strong analytical and problem-solving skills.	
Planning/ Organising	• Ability to work independently and as part of a team. • Strong organisational skills and attention to detail. • Ability to manage multiple priorities and meet deadlines.	
Other requirements	• Valuing kindness and compassion in the workplace • Acceptance of political restriction • Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	