

Job specification



Job title: Assistant Business Partner – HR Operations

Service: Human Resources & Organisational Development

Grade: Grade 8

Reporting to: Business Partner – HR Operations

Your job

The Human Resources and Organisational Development service forms part of the Resources Directorate and is responsible for delivering a full Human Resource and Organisational Development function across the whole of Wigan Council, as well as delivering a service to other external partner organisations.

As Assistant HR Business Partner within the Operations Team you will support the Human Resources and Organisational Development Service by providing operational and strategic HR advice and guidance to our customers.

You will be responsible for providing professional direction in accordance with the relevant policies and procedures, as well as the appropriate employment legislation, on complex employee relations matters such as disciplinary, grievance, sickness, dignity at work and performance capability.

In addition, you will play a lead role in providing the appropriate HR support to headteachers and managers in relation to complex organisational change matters including, service redesign, TUPE and variation to contracts.

You will need to break down problems and provide business focused solutions, whilst minimising any potential risk to the customer and/or the Council and in addition you will be required to build and maintain effective working relationships with customers and trade unions.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Provide sound and timely HR advice to our internal and external customers;
- Assist managers in the timely completion of disciplinary, grievance and dignity at work investigations and the preparation of complex absence management cases;
- Support the Chair in determining an outcome at complex hearings/appeal hearings, including grievance, absence management, disciplinary and performance hearings;
- Embody the role of 'change agent' by assisting management with complex organisational change matters (i.e. service redesign, transformational change, TUPE and changes to terms and

conditions), including support with the preparation of a business case, consultation, responding to employee feedback and implementation;

- Operate in line with appropriate policies and procedures and relevant employment legislation;
- Liaise with key stakeholders both internally and externally as and when required;
- Identify business focused solutions that enable managers/headteachers to effectively deal with operational HR matters;
- Identify and support service improvement plans, ensuring you embody the BeWigan behaviours;
- Assist and in some cases lead on the delivery of key HR projects;
- Develop yourself to continuously improve skills, knowledge and experience through appropriate CPD opportunities;
- Provide support and assistance to HR Advisors to aid their development as and when required;
- Deputise for the HR Business Partner at meetings when required
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- CIPD Level 7 qualification or equivalent level of experience, knowledge and skills relevant to role
- Associate Member (or working towards associate membership) of the Chartered Institute for Personnel and Development
- Experience of providing professional direction on complex HR/employee relations matters
- Experience of providing advice and support on complex organisational change matters including service redesign, TUPE and changes to terms and conditions
- Knowledge and understanding of employment law and Local Government terms and conditions of employment
- The ability to identify service improvements and modernise working practices using new technologies
- Evidence of good project management skills with the ability to support projects within agreed timescales and to the required standards
- Excellent influencing and negotiating skills
- Ability to research, analyse and interpret information for a wider audience
- Ability to prepare and present quality information/presentations to a range of audiences
- Strong decision-making skills with the ability to break down problems and provide pragmatic, business focused solutions
- The ability to work effectively on own initiative, but also work effectively as part of a team
- The ability to build and maintain effective working relationships and work constructively with customers, colleagues, trade unions and external partners
- Excellent ICT skills including the ability to operate Microsoft packages
- The ability to work flexibly and travel (when required) to provide support to our customers across the Wigan borough and out of the Wigan borough. You will hold a current valid driving licence/ be able to demonstrate the ability to travel as necessary

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough