**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Senior Strategic HR Business Partner | |
| **Directorate:** Workforce and Organisational Design | **Division/Section:** HR |
| **Grade:** SM2 | |

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| **Job Purpose:**  Provide strategic leadership, direction and performance management of a range of core HR services and ensure the strong and effective management of relationships with senior leaders across #TeamOldham.  Provide leadership on the HR aspects of developing one public service, the integration of Health and social care, and the HR policy and governance framework that underpins it for Team Oldham.  Ensure the provision of authoritative and timely information, advice and guidance to senior leaders and operational managers to proactively improve employee confidence, competence and performance.  Ensure that there is a clear understanding of business strategies and the operational performance across Team Oldham and that the Workforce Strategy, with its supporting policies, procedures and delivery plans facilitate the vision for one co-operative workforce delivering better outcomes for people, and places across the Borough and beyond for Team Oldham.  This role is responsible for the strategic leadership of the Business Partnering and HR Advisory functions across #Team Oldham. The role has a unique responsibility in understanding issues relating to NHS Terms and conditions as well as Local Government and other parts of the system e.g. Unity  This role is responsible for the strategic leadership of the Strategic Business Partnering and HR Advisory functions across #TeamOldham. |

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| Key Tasks  Accountable for overseeing the management of effective relationships with senior leaders, key stakeholders and colleagues across #TeamOldham to shape, develop and oversee the delivery of workforce plans and solutions to ensure that HR delivery meets the business needs and priorities of Directorates / organisations with #TeamOldham.  Provide leadership on the strategic employment aspects of developing one public service, the integration of Health and social care, and the HR policy and governance framework that underpins it for Team Oldham.  Accountable for providing strategic advice on NHS employment policies and practices and advising on all HR aspects of the integration of health and local government.  Accountable for developing effective strategic working relationships with internal and external partners, with a particular focus on identifying requirements for new business models to better meet the council’s strategic objectives, working collaboratively with subject matter experts across the OD function to support the implement business change.  Lead and manage corporate employee relations processes and the governance of policies and protocols to ensure that effective relationships are maintained with local and regional Trades Union officials.  Ensure the provision of authoritative and timely information, advice and guidance to senior leaders and operational managers to proactively improve employee confidence, competence and performance.  Ensure that there is a clear understanding within the team of business strategies and the operational performance across #TeamOldham and that the Workforce Strategy, human resource policies and procedures facilitate the vision for one co-operative workforce delivering better outcomes for people, and places across the Borough and beyond for #TeamOldham.  Proactively engage with other HR colleagues to support the development of senior officers’ and councillors’ understanding of the Workforce Strategy and Workforce Plan, to ensure that HR services delivered meet business need.  Oversee the collaboration of HR colleagues to ensure engagement at all levels within the Directorates and partner organisations to build effective relationships with key stakeholders to help shape and support the strategic direction of services. Ensuring that effective planning and organisation processes and activities are in place to identify key challenges and opportunities so that the HR function can support the improvement of business performance.  Responsible for ensuring that the team have a clear understanding of current business models and can demonstrate a knowledge and understanding of how directorates operate, how well they meet their intended purpose; and can articulate strategic drivers to inform the Councils workforce Strategy.  Responsible for ensuring that team members support to directorate leadership teams is providing valued insight, strategic support and challenge to the directorate, and drive the delivery of core elements in the Workforce Strategy within Directorate(s).  Accountable for the oversight and leadership of the HR Advisory Service ensuring the provision of authoritative and timely information, advice and guidance advice and guidance to senior leaders and operational managers. Ensuring that the service proactively improves employee confidence, competence and performance delivered effectively and efficiently, and remaining in compliant with policy and statutory guidance.  Accountable for certifying that workforce strategies and policies adhere to national legislation and local policy and governance requirements.  Oversee the provision of expert knowledge and advice to Elected Member Appeals processes. E.g. discipline, grievance.  Proactively support the Assistant Director, HR Operations in the management of the function. Contribute to development of the strategic direction of the Workforce Strategy and delivery of the workforce plan through the business intelligence gathered. Help to anticipate and plan for the internal and external changes impacting the organisations within #TeamOldham, by evaluating the risks and opportunities and contributing to strategies/plans to achieve agreed outcomes.  Manage and implement HR business and service plan content, including the regular evaluation of progress: driving appropriate follow up actions with team members. Manage the implementation and operational performance of HR strategies seeking continuous improvement and reporting on milestone plans as required. Provide effective leadership to the teams within the remit of this role and ensure effective development and deployment of individuals to deliver agreed objectives. Foster a demonstrable high performance culture within the service and teams under his/her control ensuring efficiencies are maximised and continuous improvement occurs.  Responsible for Managing budgets in accordance with financial regulations and governance processes, and demonstrating value for money in the delivery of its services.  Leading the coordination of data and evidence gathering and using it to support structured business cases or strategies, as well providing insight, and opportunity to indicate HR’s impact.  Oversee the implementation of changes arising from priorities within the workforce Strategy, defining and supporting senior leaders to embed the changes.  Identify priorities for specialist areas with HR from Directorate business plans, translate business requirements into effective practice and overseeing the delivery of local solutions.  Provide professional advice to team members involved with Directorate/Business Unit Managers during strategic negotiations and consultations with Trades Unions’.  Develop and maintain effective working relationships with colleagues across the department to ensure consistent and excellent delivery of high quality advice and interventions and contribute to the continuous development of the Human Resources service offer.  Support the AD HR Operations by contributing to HR business planning by providing knowledge and understanding of directorate business priorities and areas for operational performance improvement.  Cover for the Assistant Director HR Operations on HR matters and functions under his/her control and both internally and externally as required. |

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| **Standard Duties:**  Actively promote the equalities and diversity agenda in the workplace and in service delivery.  Uphold and implement policies and procedures of the council and directorate including customer care and health and safety policies.  Undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure the team are informed appropriately.  Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees and senior managers in the Council, CCG, GMCA, NHS, colleagues in directorates and arms lengths organisations, subject matter experts, Elected members, Trades Unions partners, external sub regional, regional and national organisations, and the public. |

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| Relationship To Other Posts In The Department:  **Responsible to:** AD HR Operations  **Responsible for:** Strategic Business Partners, HR Advisory Manager, Trades Union officials (admin) |

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| **Special Conditions:**  e.g. CRB Disclosure Required – None/Standard/Enhanced  This is a politically restricted post |
| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others, and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | Mar 2020 | Phil Badley | Consultant |
| **Reviewed** | Apr 2020 | Julia Veall | Director of Workforce and Organisational Redesign |

## Profile C



**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Senior Strategic HR Business Partner**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | CIPD qualified  Member of the Chartered Institute of Personnel & Development (CIPD)  Evidence of continuous professional development. | CFCIPD  Leadership and management qualification  Recognised coaching qualification | A/I |
| **Experience** | Experience of successfully leading and managing multi disciplinary teams in the NHS and Local Government.  Providing strategic advice on NHS employment policies and practices and advising on all HR aspects of the integration of health and local government.  Successfully leading and managing corporate employee relations processes and the governance of policies and protocols.  Experience of developing and delivering customer focused HR services and solutions, working in close partnership with managers, trade unions and senior colleagues  Experience of working with senior staff, influencing and advising on a range of people related issues to provide demonstrable business improvement  Demonstrable experience of acting as a positive change agent, proactively working in partnership with managers to develop the organisation and workforce  Experience of supporting the delivery of effective performance and continuous improvement  Evidence of successful resource and financial management, including evidence of managing budgets  Experience of managing and successfully delivering people related projects | Experience of change management, e.g. supporting staff through a period of change or implementing new systems and ways of working | A/I |
| **Skills & Abilities** | Display a high level of emotional intelligence to form affective relationships with senior leaders, responding to different working styles; inspiring confidence, providing challenge, and providing practical assistance.  Well developed oral and written communication skills, with an ability to explain complex information clearly and concisely in a manner appropriate to the audience.  Ability to draw upon professional knowledge to analyse complex people issues and provide appropriate advice balancing individual and organisational needs and risks.  Able to use new technologies in improving services, and modernising working processes.  Ability to draw upon professional knowledge to analyse complex people issues and provide appropriate advice balancing individual and organisational needs and risks.  Able to work through problems, evaluate risks and offer practical solutions.  Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary.  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences. |  | I/AC |
| **Knowledge** | Extensive knowledge and understanding of employment law and its application into HR working practices, policies and procedures.  Knowledge and understanding of Business Partner Models.  An understanding of the issues and challenges facing the Team both operationally and strategically.  Knowledge of key national policy drivers, Legislation and broader influences related to the role. | A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area.  Knowledge of project management techniques and their application in a business context. | A/I |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary). |  | A/I |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**