

# Job specification



**Job title:** Assistant Business Partner  
**Service:** Human Resources and Organisational Development  
**Grade:** G8  
**Reporting to:** HR Business Partner

## Your job

You will provide professional direction in accordance with the relevant policies and procedures, as well as the appropriate employment legislation, on complex employee relations matters such as organisational change, disciplinary, grievance, attendance management, dignity at work and performance capability.

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.

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 professional and timely HR advice to our customers
- Provide resolution of front line enquiries on the 'HR Advice Hub'
- Assist managers/headteachers in the timely completion of investigations and the preparation of complex cases
- Support the Chair/Governing Body in determining an outcome at complex hearings/appeal hearings
- Embody the role of 'change agent' by assisting management with complex organisational change matters (i.e. service redesign, transformational change, acadamisisation of schools, TUPE and changes to terms and conditions), including support with the preparation of a business case, consultation, responding to employee feedback and implementation
- Operate and advise in line with appropriate policies, procedures and employment legislation
- Liaise with key stakeholders both internally and externally
- Attend and participate in trade union consultative meetings
- Identify business focused solutions that enable customers to effectively deal with HR matters
- Identify and support service improvement plans
- Assist and where appropriate lead on the delivery of key HR projects
- Provide guidance and support to HR Advisors
- Deputise for the HR Business Partner 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 experience, knowledge and skills relevant to the role
- Associate Member of CIPD or evidence of working towards
- Experience of providing professional direction on complex HR/employee relations matters
- Job specification
- 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 range of audiences
- Ability to prepare and present information/presentations to a range of audiences
- Strong decision-making skills with the ability to break down problems and provide pragmatic, business focused solutions
- Ability to work effectively on own initiative but also work effectively as part of a team
- Excellent interpersonal skills and the ability to build and maintain effective working relationships and work constructively with customers, colleagues, trade unions and external partners
- Excellent ICT skills
- Ability to work flexibly and travel in and out of the borough (when required) and hold a current valid driving licence

## 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 **Team 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**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**

## Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

### We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

### I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.