



JOB DESCRIPTION

JOB TITLE: HR Business Partner

DEPARTMENT: HR Service

GRADE: Band 11

DIRECTLY RESPONSIBLE TO: Head of Business Partnering

DIRECTLY RESPONSIBLE FOR: allocated HR resources

Main Purpose of the Job:

Work closely with schools and Directorates and Senior Management teams to identify the current and future needs of the business and in conjunction with the wider HR Service develop HR & OD strategies, plans and interventions to ensure the department is equipped to achieve them.

To support the Directorates in the development and execution of HR strategies that are relevant to their individual needs and also complementary to the overarching People Strategy for the Council.

Main Duties:

1. To provide the strategic interface between HR and specific directorates (including schools and clients) to embed a strategic approach to HR management and development that results in a more effective front line delivery.
2. To influence and work in partnership with key stakeholders contributing towards the achievement of business objectives.

3. To gain a deep understanding of current and future business drivers and ensure changes arising from the business process re-engineering activities are supported.
4. To contribute to the development of Council-wide HR & OD strategies and policies ensuring they balance the needs of national and locally driven agendas
5. To contribute to the development and review of Service Business Plans/Strategies.
6. To share best practice gained from both internal and external agencies to enhance people management and performance.
7. To engage with and develop proactive relationships with the wider HR Service to ensure effective HR operational support to enable line managers.
8. To coach, mentor and feedback to the departmental senior management team and line managers to improve individual and organisational performance.
9. To anticipate, identify and provide high quality and timely intervention, advice and guidance to senior managers on policies, projects, external trends and initiatives.
10. To support organisational change ensuring the appropriate systems of performance and development, communications, equality impact assessment, monitoring and review are in place.
11. To develop and maintain effective working relationships with Trade Union colleagues, ensuring that positive employee relations and effective negotiation and consultation practices are in place in order to support the achievement of service objectives.
12. Work with the Workforce and Core Strategy to identify opportunities for productivity improvements, via review of organisational structures, streamlining of business processes, continuous improvement, and performance management.
13. To manage the expectations of Schools, Managers and Directors in Services, and broker services from the Shared Service Centre or Workforce and Core Strategy Team.
14. To provide strong leadership and direction and ensure the effective performance management, motivation and development of staff.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.

Date prepared/revised: Sept 16

Prepared/revised by: CH/AB



PERSON SPECIFICATION

JOB TITLE:	HR Business Partner
DEPARTMENT:	Transformation and Resources
GRADE:	Band 11
STAGE ONE:	Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Fully CIPD qualified	A/C
Evidence of continued professional, managerial and personal development	A/C
2. Experience	
Significant experience of complex relationship management with stakeholders, including political & cultural awareness	A/I
Significant experience of being part of a senior management team and contributing to both operational and strategic agenda	A/I
Significant experience of providing creative and innovative solutions to support organisational change	A/I
3. Knowledge	
Significant knowledge of employment law, HR procedures and national HR and OD driven agendas	A/I
Significant knowledge of financial and performance management	A/I

Understanding of the vision, objectives and core values of the council and how it impacts on HR people strategy	A/I
4. Skills and Abilities	
Personal commitment to the development of stakeholders through activities such as mentoring, coaching and skills transfer	A/I
Ability to provide strong leadership and direction to ensure the effective performance management, motivation and development of staff	A/I
Experience of writing, monitoring and redeveloping HR policies with key stakeholders to ensure they are fit for purpose	A/I
Ability to develop and maintain collaborative and productive relationships with all stakeholders establishing professional credibility	A/I
Influential and persuasive communicator, with high level of written and verbal communication skills, engaging with various groups from all levels of organisations, to achieve shared objectives	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: January 2017

Prepared/revised by: AVB