**JOB DESCRIPTION**

**Job Title**: HR Business Partner

**Department:** Human Resources

**Grade:** F

**Reports to:** HR Manager

**Responsible for:** HR Assistant

**PURPOSE OF THE JOB**

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| Provide a comprehensive HR Business Partner service to specific Corporate Directors, Service Managers, Managers and individuals.  Provide an expert HR advice and ensure people strategies are aligned with the organisational objectives and enhance our unique culture.  Play a fundamental role in developing bespoke and corporate HR projects, in accordance with the Council’s objectives and priorities.  Oversee all employee relations work within the designated service areas.  Provide coaching and support to the HR Assistant.  Work alongside the HR Manager and the other HR Business Partner to ensure high quality of service and consistent approach. |

**MAIN DUTIES**

* Provide an effective business partner service to specific service areas for effective recruitment and full employee cycle; employee relations issues; support in identifying & delivering workforce priorities in line with business needs.
* Work with Corporate Directors and Heads of Service to deliver sustainable, improved results against workforce KPIs, including vacancy rates, sickness absence, staff survey results, turnover, exit feedback etc.
* Provide end to end HR advice and solutions to all employee cases, including sickness, absence, flexible working, disciplinaries, grievances, probation, restructures, redundancy and TUPE.
* Work with line managers and HR Assistant to ensure timely and efficient Occupational Health referrals.
* Build strong relationships with managers to develop a deep understanding of the business.
* Support managers with the development of recruitment and retention plans.
* Support the development and reporting of appropriate people related management information and KPIs to be shared with SMT and Heads of Service.
* Take the lead of key corporate or HR projects as directed by the HR Manager.
* Establish and maintain effective relationships with the Staff Consultative Group and recognised trade unions.
* Provide guidance in all areas of complex HR matters, using sound knowledge of employment law, case law, and HR best practice. This will include adopting a pragmatic approach in offering solutions to managers, while recognising legal and regulatory requirements.
* Monitor and evaluate the application of HR policies, make recommendations for change and manage implementation.
* Provide guidelines, training and frameworks for managers and staff to ensure consistent application of Council policies and best practice.
* Carry out job evaluations to ensure a consistent approach in the application of the Council’s pay structure.
* Promote and champion wellbeing initiatives to support retention and engagement.
* Be an Equality, Diversity & Inclusion Champion, ensuring consideration is given to EDI in all areas of work.
* Keep up-to-date with legal changes and best practice in employment matters, including developing a real understanding of what other public & the private sector organisations are doing; take an innovative approach to policy design to ensure the Council is a leading employer.
* Proactively contribute to new and innovative ways of providing services to improve delivery; increase productivity and engagement
* Line manage a HR Assistant as part of a supportive and enabling team ethos

**GENERAL RESPONSIBILITIES**

* Embrace the values and behaviours of the Council.
* Comply with the Council’s Safeguarding policy.
* Actively promote a culture of equality and inclusion wherever possible.
* Comply with the Council’s Health & Safety policy.
* Participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.
* Participate fully in the Councils staff appraisal scheme.
* Carry out any other related duties as directed by the HR Manager

**PERSON SPECIFICATION**

**Job Title: Human Resources Business Partner**

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS** | Level 5 CIPD or equivalent experience  Member of the CIPD | Degree  Continuing professional development |
| **KNOWLEDGE, SKILLS & EXPERIENCE** | Experience of working within a HR Business Partner service, undertaking a full remit of HR duties within the role (e.g. employee relations, change management, training, performance management, management of attendance, policy formulation & implementation etc)  Knowledge of employment legislation & case law & experience of interpreting & applying it in practice.  Significant experience of handling the staffing implications of organisational change or changes to terms and conditions.  Significant experience of dealing with complex, contentious ER cases  A clear understanding of the principles of effective employee relations & the ability to advise & persuade managers successfully.  Experience of developing and delivering a comprehensive range of user-friendly HR policies, and guidance.  Proven ability to lead on strategic HR projects and deliver in a challenging environment.  Line management or supervision experience.  Experience of providing a high-level business partner service with innovative solutions on complex and sensitive issues. | Knowledge of Local Authority terms and conditions of service  Experience in managing cultural change  Working at a senior HR level in local government, or other large, complex public sector organisation.  Partnership working, confidence at building positive working relationships to achieve common objectives |
| **APPROACH** | Able to focus on key priorities and deliverables, stay resilient in face of pressure.  Excellent at analysing problems and developing innovative solutions.  Excellent interpersonal skills, including the ability to build & maintain good working relationships with a broad range of people at all levels.  Excellent communication skills, including persuading & negotiating; report writing; the ability to confidently present to a range of different audiences.  Able to demonstrate sensitivity & diplomacy in a confidential environment, conveying confidence and credibility in all situations.  Prioritises own workload to ensure a delivery of a high-quality service, often to tight deadlines & adjusting plans in response to changing circumstances.  Uses challenges as an opportunity to learn and improve.  Is sensitive to the culture and political environment |  |
| **OTHER** | Able to demonstrate an understanding, & commitment to, equality, diversity & inclusion, and its practical application  Embrace the values and behaviours of the Council  Work as part of a team & provide support to colleagues |  |