



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	People Business Partner
Job Reference	713375
Service	Corporate Services
Team	HR & OD
Location	Shute End/Remote
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Reports to	Service Manager - People Business Partnering
Responsible for	N/A
Grade	10
Contract Type	Permanent
Hours	Full-time, 37 hours per week

Main Accountabilities	
1.	Partner with key stakeholders across the Council to contribute to the formulation of people and culture related plans, initiatives and actions needed to lead, influence and deliver successful outcomes for projects, goals and organisational effectiveness.
2.	Embedding and enhancing the People Business Partnering model, by building and maintaining strong working relationships with colleagues across the People and Culture function, and in turn work collaboratively with them to develop and deliver People, Culture and OD services, strategies, initiatives and projects, and to develop and maintain the reputation of the People and Culture service.
3.	To provide specialist People advice and coaching to line managers and HR colleagues, ensuring legal compliance, adherence to policy and timeframes, and fair and consistent management decisions; supporting the prompt resolution of employment relations issues and investigations.
4.	To provide input and support for People and OD colleagues in all areas including policy development, pay and reward, recruitment and resourcing, learning and development, and Operations. This includes self-sufficiency to reduce unnecessary internal demand within the team and service.
5.	Lead and support organisational change including redundancies, redesign, TUPE and complex ER cases with escalating concerns and risks to the Service Manager - People Business Partnering, ensuring any recommended actions are undertaken to resolve them.
6.	To continuously embed and enhance the People Business Partnering model, working across the team to share ideas and roll out new working practices by consulting with internal stakeholders, seeking feedback and acting on that feedback where necessary; ensuring client-focused service delivery.





7.	Working with internal stakeholders to identify workforce/management development and learning needs, liaising with the OD Service if necessary to ensure those needs are met through corporate initiatives or local interventions.
8.	To support and coach managers in delivering change and improvement initiatives which support service plans and the People Strategy and lead to improved effectiveness in service delivery, constructively challenging the status quo where appropriate.
9.	To act as an expert in HR Policies, providing advice and guidance to managers, and contributing to the ongoing maintenance, updating of policies and delivery of training to managers in relation to policy change
10.	To participate in job evaluation (JE) activity by supporting the preparation of job descriptions, carrying out evaluations and providing feedback to managers.
11.	To collate, provide and analyse management information (MI) and data, through standard data sets or as requested to support the delivery of service objectives; identifying trends to highlight concerns, opportunities and evaluate the impact of initiatives or change.
12.	Working with internal stakeholders to support the delivery of EDI initiatives across business areas
13.	Contributing to and engaging in staff network groups and other working groups, maintaining positive employee relations and engagement
14.	Keeps up to date with UK employment legislation and best practice in the people management arena

Person Specification	Essential	Desirable
Education/Qualifications	Degree-level, equivalent relevant professional qualifications, or expertise Evidence of continuous personal and professional development	Membership of relevant professional body e.g. CIPD
Experience	HR Policy development experience Experience of working in a matrix management environment, where collaboration and cross-organisation working are essential Experience of working with multiple disciplines across an organisation Project management experience, with the ability to deliver successful outcomes Change management experience	Experience of championing own ideas and obtaining commitment to allow them to be delivered Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers TUPE Job Evaluation
Skills/Knowledge	An expert understanding of generalist HR practice, sufficient to resolve complex casework An in-depth knowledge and understanding of UK employment law A proven track record of delivering excellent customer service and continuous improvement with a focus on efficiency and effectiveness Data Analysis and interpretation	
Behaviours/Attributes	Excellent negotiation skills, with the ability to compromise where necessary for a positive outcome Strong influencing skills displayed at all levels	





	Excellent written and verbal communication skills, able to influence colleagues in a variety of ways	
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Purpose Details

Service Purpose	The HR & OD/People & Culture function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.
Role Purpose	<p>The People Business Partner plays a key part of the operating model, providing partnering across the Council. Through strong trusted relationships, the role will work closely with managers to deliver excellent people, culture and talent management practices, as well as providing professional services and expert advice to help managers achieve organisational goals. Such support and advice will involve a hands-on collaboration and delivery requirement, especially where transformational work is required.</p> <p>The role sits within a team of People Business Partners, and each role will have specific responsibility for service delivery across the full employment and change lifecycle within dedicated areas of the organisation. The post holder will therefore require resilience and self-sufficiency, however strong team relationships are required within the team, to enable the sharing of best practice, mutual support and collaboration on HR initiatives and projects as required.</p> <p>The role will take responsibility for ongoing policy maintenance management and the adoption of the People Strategy delivery plan and Equality, Diversity and Inclusion (EDI) practices aligned to the People Strategy.</p> <p>The role will act as a positive advocate for the wider People and Culture Team within their dedicated area, and ensure two-way communication is promoted which allows continuous improvement in HR service and practice, and management capabilities.</p> <p>The key to success in these roles is the extent to which relationships with stakeholders across the Council, and HR colleagues, are fostered and developed.</p>
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy

Supervision and Relationships

Supervision Received	This post reports to the Service Manager - People Business Partnering and will receive general direction and supervision, although the post holder will be directed by the Head of HR and OD when required.
Supervision Given	None
Contacts	Post holders will work closely with other members of the People and Culture Service. In addition, they will build strong working relationships with key internal stakeholders and customers such as line managers, Heads of Service, Service Directors and Directors. This will also include Business Partners in other functions such as Finance.





Resources/Budget Management

N/A

Special Requirements

Full UK Driving Licence and access to own vehicle, to travel to different sites across Wokingham Borough as required

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End / Hybrid





Role Involvement	Details
Working with Children	
Working with Vulnerable Adults	
Both of the Above	
Providing Care/Supervision for Children	
Providing Care/Supervision for Vulnerable Adults	
Both of the Above	
None of the Above	Y

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	January 2026
Evaluated by:	Ben Straffon, Senior HRBP Sally Halliwell, Head of HR & OD

