

# Job Description

## Position Details

<b>Position:</b>	HR Business Partner
<b>Directorate:</b>	Corporate Services
<b>Service:</b>	Organisational Development
<b>Position no:</b>	BG00115, BG08707, BG07435
<b>Grade:</b>	7
<b>Hours of work:</b>	37 hours per week
<b>Work style:</b>	Agile Worker
<b>DBS required:</b>	None
<b>Contact:</b>	Lead HR Business Partner
<b>Date:</b>	April 2026

**Politically Restricted?**    Yes\*    No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Lead HR Business Partner

Responsible for: Provision of a customer focused Human Resources (HR) Service ensuring the effective delivery of the Workforce Strategy and organisational objectives.

Working as part of an effective team you will provide advice and support across the full range of HR activity ensuring it is aligned to the strategic direction of the Council and promotes a high performing organisational culture.

Contributing to the development and implementation of HR strategic projects and policies aligned to key service delivery needs and corporate and directorate objectives.

## Principal Accountabilities

1. Working closely with governing bodies, managers in named services and headteachers to ensure the effective implementation of the Workforce Strategy and associated HR policies and procedures.
2. Supporting and influencing managers and Headteachers understanding of the Workforce Strategy and its contribution towards improving front line service delivery.
3. Enable and support service transformation through the use of effective Organisational Development interventions and Human Resource Management strategies.
4. Provide professional support and advice in relation to the management of disputes, disciplinary and grievance cases with reference to relevant policies, employment law and where necessary to child / adult protection protocols.

5. Coach, support, mentor and challenge managers and headteachers in the application of HR policies and practices and on a wide range of employment related matters, promoting best practice and encouraging greater ownership. This will include providing professional advice and guidance on complex and sensitive matters and determine in partnership the best course of action to address those individual circumstances in order to minimise risk and financial exposure for services.
6. Support a performance management culture within Schools and services, including capability related casework and advising and guiding managers and headteachers through the relevant policies.
7. Advise on attendance management, including as appropriate attendance at sickness meetings, advice on medical reports, ill health retirements and redeployments.
8. To be responsible for the provision of advice and support in respect of retirements and redundancy cases.
9. To support recruitment and appointment arrangements to ensure an effective and improving service and to act as the O.D. representative at headteacher and deputy headteacher recruitment meetings, as appropriate.
10. To provide a proactive advisory and interpretation service to managers, headteachers, school-based and corporate employees and governors on a wide range of employment related issues. This will include the application of relevant terms and conditions of employment and also changes resulting from legislation, national and local agreements.
11. Assist in the research, development and implementation of key strategic projects and to contribute to and where specifically required to take a lead on the formulation of policies to meet legislative requirements and organisational objectives, in consultation with the trade unions.
12. To support the maintenance of positive employee relations and support formal consultations and negotiations with employees, their representatives and trade unions, in accordance with agreed policies and protocols.
13. To support and advise on organisational / service redesign including the operation of Authority's job evaluation scheme.
14. To contribute to and where specifically required to design, deliver or commission briefing sessions / training on relevant matters relating to HR policy and practice.
15. To contribute to improvements in the administration and control of employment related paperwork including contracts of employment etc.
16. To ensure effective systems are in place for the collection of performance data and to continually review work practices and performance standards ensuring the most efficient and effective delivery of service.
17. To liaise with relevant external agencies and officers of the Authority in undertaking the duties of the post and to represent the Head of OD at corporate and departmental working groups, internal and external forums and meetings as and when required.
18. To deal with enquiries from employees, members of the public, Trade Unions and other Departments.

19. To work closely with the Transactional / Payroll team to deliver a seamless service ensuring work is completed accurately and efficiently.
20. To continually review work practices and processes making amendments to improve the delivery of the HR Service.
21. Keep up to date with best practice in HR & OD, development in employment legislation and in Local Government/related sectors and plan and deliver appropriate responses.
22. To ensure confidentiality and compliance with all relevant codes of practice including data protection, access to information including medical records.
23. Work flexibly across the service to ensure effective delivery of the agreed work programme and meet changing service requirements and to cover in the absence of colleagues and undertake any other duties as directed by the Head of Organisational Development.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Possession of Level 5 of the CIPD qualification.	Essential	A
Possession of Level 7 of the CIPD qualification or equivalent.	Desirable	A
<b>Experience</b>		
Proven experience in Human Resources, working with managers to ensure effective Human Resource Management and an ability to demonstrate a working knowledge of HR policies and procedures to include: <ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Attendance Management</li> <li>• Dispute resolution including discipline / grievance.</li> </ul> Termination procedures.	Essential	A,I,T,PP
Proven experience of providing HR advice within a Public Sector or Local Government environment.	Essential	A,I
Experience of report writing, policy development and implementation.	Desirable	I,PP
Management of change experience	Desirable	I,PP
<b>Knowledge / Skills</b>		
A knowledge of employment legislation and its application.	Essential	I,PP
Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.	Essential	I,PP
Development, organisation, preparation and delivery of HR training	Desirable	A,I,PP
Computer literate with experience of Microsoft Office.	Essential	A,PP
Well developed analytical and organisational skills.	Essential	I,PP
Knowledge and understanding of job evaluation frameworks and processes as they apply to schools	Desirable	I,PP
Ability to mediate in difficult situations	Desirable	I,PP
Ability to work well as part of a team and forge strong working relationships with colleagues and Trade Unions	Essential	I,PP
Ability to use own initiative to resolve issues and make timely and appropriate decisions within the scope of the role	Essential	I,PP
<b>Special Working Conditions / Requirements</b>		
The need to be flexible in working hours, to meet the needs of the Service	Essential	I
Full driving licence and access to a vehicle for working purposes.	Essential	A

<b>Minimum Welsh Language Skill Requirements</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

### **Personal Competencies**

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

<b>Competencies – Delivering the Service</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	I, PP

<b>Competencies – Improvement and Change</b>	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	I, PP
Understands that changes are needed if things are to be improved	I, PP
Finds new and creative ways of doing things better	I, PP
Actively seeks to develop own skills and knowledge	I, PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	I,PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	I,PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I,PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	I,PP

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