

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	HR Business Partner
<b>Service Area / Team</b>	Human Resources
<b>Reports to</b>	Senior HR Business Partner
<b>Grade &amp; Annual Salary</b>	Level 1: Grade E Level 2: Grade F
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	None

JOB PURPOSE
To provide a high quality, customer focussed and comprehensive HR service to managers and staff, advising on day-to-day HR issues or queries and recommending people management options and solutions for the efficient and effective delivery of Council and service area objectives.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Answer policy related questions and provide advice to managers and employees on all HR and people management issues, including terms and conditions of employment and employee relations issues.</li> </ul> <p>Level 1: Independently advise and resolve a range of HR enquires within existing policy, precedent or legislation, referring more complex cases to the Senior HR Business Partner for support.</p> <p>Level 2: Ability to advise and resolve more complex cases, for example those that require interpretation of relevant legislation or case law, which may require support from the Senior HR Business Partner.</p>
<ul style="list-style-type: none"> <li>Maintain an excellent working knowledge of related HR policies and procedures and an up-to-date knowledge of related legislation and best practice that may impact on advice to management.</li> </ul>
<ul style="list-style-type: none"> <li>Assist the Chief HR Officer and Senior HR Business Partner in managing organisational change, including: <ul style="list-style-type: none"> <li>Providing redundancy and LGPS estimates where appropriate</li> <li>Drafting proposed job descriptions, person specifications and structure charts where appropriate</li> <li>Ensuring the HR/Payroll system is updated in line with reorganisations and notifying payroll of changes as required.</li> </ul> </li> </ul>

Level 2: More independently lead change processes in area partnered (including the drafting of CLT reports, future structures, consultation documents, and taking a lead role in consultation meetings, design and delivery of selection processes, outlining pension implications etc) with the support of the Senior HR Business Partner.

- Absence management
  - Record and process absence details onto HR/Payroll system if required / in the absence of the HR Officer.
  - Ensure return to work forms are completed effectively
  - Provide absence reports to managers and HR team (inc. Chief HR Officer) as required
  - Identify frequent short-term absence cases and support absence review / trigger meetings when required
  - Support managers dealing with long term absences with a view to enabling an effective return to work
  - Identify support mechanisms to enhance health and wellbeing and reduce absence, including organising Occupational Health referrals when appropriate.
  - Advise managers and staff on absence management policy and processes
  - Support ill health retirement cases as required
  - Provide and complete Local Government Pension paperwork as required

Level 2: Absence cases are likely to be more complex, requiring a greater HR BP lead (including being the HR lead on investigations that progress to hearing) and involving the application of the Equality Act 2010 and relevant case law. Independently managed, with support from the Senior HR Business Partner where required.

- Casework
  - Provide advice and guidance on a range of performance management, disciplinary, capability, and grievance matters to managers and staff, some of which may be complex.
  - Support investigating managers with formal processes up to and including the hearing stage.
  - Create accurate formal letters to staff, including e.g. extension of probationary periods, invite to investigation and hearing etc, in a timely manner.
  - Support with the production and organisation of all relevant documentation to be used in formal processes, including formal hearings and potentially appeal hearings and employment tribunal preparation.
  - Produce accurate and detailed minutes of formal hearings and meetings for potential use in an appeal or tribunal hearing.

Level 2: Complex casework managed independently, which may involve the application of relevant legislation and case law, with support from the Senior HR Business Partner.

- Contracts of Employment
  - Prepare and check contracts of employment and contractual variations drafted by the HR Officer and sign on behalf of the Council

Level 2: Ability to draft non-template contractual clauses that may be relevant for specific post or individual, with support from the Senior HR Business Partner.

- Provide comprehensive, customer focused advice and guidance to managers and staff on all family friendly policies and procedures including:
  - Child related leave (Maternity, Paternity, Adoption, Shared Parental Leave)
  - Unpaid Parental Leave
  - Flexible working
- Manage the above processes effectively, including formal communications and completing related payroll actions to payroll deadlines

- Support complex or high-level recruitment exercises, including supporting the design and delivery of recruitment processes, liaising with specialist consultants, advising and supporting managers on recruitment and selection processes etc.

Level 2: The ability to take the lead on designing and undertaking high level or more tailored / innovative recruitment and competency-based selection exercises.

- Assist in developing systems, practices and procedures, including policy development and the design of system forms & processes and guidance notes, in order to provide an effective HR service and support continuous improvement.

Level 2: Carry out research into emerging or changing employment legislation and best practice making appropriate recommendations to the Senior HR Business Partner. Review and enhance HR policies and procedures in line with legislative developments under the guidance of the Senior HR Business Partner.

- Undertake aspects of Payroll system administration designated to FHDC, including completion of monthly payroll processes & checks leading to the successful transmission of the Bacs file.
- Develop and maintain content for the HR pages of the Council's internet and intranet websites.
- Advise managers and staff on job evaluation processes

Level 2: Chair job evaluation panels.

- Undertake other appropriate HR administrative activities, including:
  - Updating organisational structure charts
  - Raising and processing of contracts and invoices via the Finance and Procurement system
- Support the Disclosure and Barring Service renewal process, ensuring that all staff have relevant checks in line with safeguarding procedures.
- Respond to internal and external requests for data effectively, including undertaking ONS submissions and FOI requests, producing relevant system reports, with support from the Senior HR Business Partner where required. Pro-actively develop Management Information that may be of use to areas partnered or council as a whole.
- Undertake ad-hoc projects as assigned by the Chief HR Officer or Senior HR Business Partner.
- Provide operational support and development to the HR Officer.

## **CORPORATE RESPONSIBILITIES**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

## Folkestone & Hythe District Council Person Specification

### Post Title: HR Business Partner

<b>Important Information for Applicants:</b>	
The criteria outlined in this person specification represent the requirements for the role. Shortlisting will be based on these criteria so your application should clearly and concisely demonstrate how you meet each of them. Please give specific examples wherever possible.	
<b>Factors</b>	<b>Criteria</b>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Good basic education to GCSE A-C (9-4) standard or equivalent (including Maths &amp; English), or relevant experience.</li> <li>▪ Level 5 Associate Diploma in People Management (or equivalent), or relevant experience.</li> <li>▪ CIPD Associate Member, or relevant experience.</li> </ul>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Level 2: Level 7 Advanced Diploma in Strategic People Management (or equivalent), or part qualified with the ability to complete this level of study, or relevant experience.</li> </ul>
<b>Experience and Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of 3 years' experience in a generalist HR role, or significant and directly related experience of providing comprehensive advice and support across the employee lifecycle as part of another role.</li> <li>▪ Demonstrable experience of managing a diverse employee relations caseload effectively.</li> <li>▪ Demonstrable knowledge and understanding of HR practice and Employment Law and its application.</li> <li>▪ Experience of working with and advising managers on a range of people management issues and providing considered, practical and effective solutions.</li> <li>▪ Experience of using a HR / Payroll systems.</li> <li>▪ Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook.</li> </ul>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Experience of working in Local Government.</li> <li>▪ Knowledge and understanding of the Local Government Pension Scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of local government terms and conditions.</li> </ul>
<p style="text-align: center;"><b>Skills and Abilities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work as part of a team.</li> <li>▪ Ability to operate on own initiative with minimal supervision.</li> <li>▪ Excellent written and oral communication skills.</li> <li>▪ High level of attention to detail and accuracy.</li> <li>▪ Competent user of IT, particularly Microsoft Office.</li> <li>▪ Proactive and committed to continued service and personal development.</li> <li>▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times.</li> <li>▪ Ability to demonstrate a professional and customer orientated approach.</li> <li>▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels.</li> <li>▪ Ability to operate with a high degree of integrity, and manage confidential and sensitive information effectively.</li> </ul>
	<p><b>Desirable</b></p>