Job Description

POST IDENTIFICATION

Post Title	HR & OD Business Partner				
Grade	9	**Job Evaluation ID:**	2758	**Date Evaluated/Reviewed**	April 2018

Service Area	People & Business Change				
Service Team	HR & OD				
Responsible to	Senior HR & OD Business Partner				
Areas of Responsibility	Click here to enter text *(name of teams).*				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To proactively guide and support managers in the development of strategies to improve performance and implement organisational change in line with the objectives of the People Plan. The HR & OD Business Partner will add value in pursuit of the overall corporate objectives of the Council by evaluating current performance, analysing people data metrics and identifying opportunity to upskill and develop managers in all aspects of successful people management.

KEY RESULT AREAS

1. To collaborate closely with leaders and managers to understand and identify the key business drivers, performance issues and associated people requirements for both current and future challenges, using data to drive evidence-based decision-making processes.
2. To take the lead role with service area management teams in continuously improving their services and implementing new ways of working that optimise service capacity along with the capability of staff at all levels.
3. To be responsible for the successful implementation of the People Plan objectives by leading project streams that demonstrate progress towards our goals.
4. To act as the professional advisor to schools and corporate service areas on the full range of HR & OD interventions including workforce planning, reward and recognition, talent management, engagement and wellbeing to attract, develop and retain a workforce that lives the Council's values.
5. Support cultural changes across the Council through a variety of different methods, enabling managers to more effectively line manage their staff and enhance their people management skills.
6. To work in a consistent approach with other Business Partners in providing data analysis to senior leaders and managers in order to inform future decision making.
7. To be the professional lead on organisational redesign projects and restructure proposals, utilising the support of HR & OD Officers where necessary.
8. To actively promote the Council's performance management system with leaders and managers, providing data analysis on team and individual performance, and interventions to improve quality of performance management.
9. To guide the HR & OD Officers in complex employee relations matters to arrive at solutions that are both timely and appropriate for the Council.
10. To be the expert in understanding the needs of schools and service areas through effective data analysis, interpretation and presentation on workforce planning, performance management and employee engagement.

11. To identify and prescribe learning and development opportunities that will enhance organisational performance and contribute to the wider decision-making process in learning and development.

12. Maintain up to date awareness of best practice in HR & OD, development in employment legislation and in Local Government/related sectors and plan and deliver appropriate responses to these.

13. Work with the recognised Trade Unions to build and maintain excellent industrial and employee relations to foster a culture of trust and strong employee engagement.

This job description sets out the main result areas of the post at the date when 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. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	• Degree level or equivalent experience. • Chartered Member of the CIPD (or nearing completion).	• Level 7 qualification in HRM. • ILM Level 5 in Coaching and Mentoring. • British Psychological Society Level 2 in psychometric testing.
Knowledge	• Effective knowledge and application of employment legislation and current HR practice. • Working knowledge of local government terms and conditions of employment. • Working knowledge of trade union social partnership and associated legislation. • Working knowledge of pay and grading issues. • Knowledge of HR/OD/Payroll systems and processes, including web-based solutions.	• Working knowledge of school governance and legislation. • Understanding of iTrent system.
Experience	• Experience of working as a business partner to deliver successful outcomes. • Substantial and broad experience of working across the full range of HR & OD activity. • Evidence of delivering improved organisational performance through the provision of OD interventions. • Track record of leading on/providing the HR & OD support and expertise to deliver organisational change projects.	• Experience of having identified income streams and cost savings, within and outside the HR & OD service and supporting senior managers in finding cost savings in their business areas.
Aptitude & Skills	• Analytical and judgment skills with the ability to analyse and evaluate data from various sources to make quick confident decisions. • The ability to present and communicate ideas and issues effectively to a wide range of individuals and groups. • Strong planning and organisational skills • Able to use coaching skills to support others and manage stakeholders successfully. • Able to challenge, influence, persuade and negotiate to achieve positive outcomes. • Able to manage high workload and conflicting priorities.	Click here to enter text.

	• Able to apply a commercial approach and understanding to ensure service is aligned to business goals. • Able to work effectively and maintain emotional resilience in a changing environment where parameters may not always be clear. • Role models the Councils' values to others. • Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems. • Able to use project management disciplines to lead or contribute to project work.	

EXPECTED BEHAVIOURS & VALUES

- Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships
- Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.
- Consider communication methods and channels, in a straightforward way. Confidently handle challenging conversations. Encourage a culture of feedback.
- Consider implications and make decisions / recommendations based on evidence and consultation.
- Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	Not Applicable
Politically Restricted	The post you are applying for is politically restricted under the provisions of the Local Government and Housing act 1989. If you wish to receive further information about politically restricted posts e-mail human.resources@newport.gov.uk
Other (including physical	The ability to work flexibly to meet the needs of the service.

Special Conditions	
demands and working conditions)	

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here