

JOB PROFILE

Post No.	80102, 80103 & 80109
Post Title:	HR Business Partner
Division/Team:	Human Resources & Payroll
Grade:	Grade G
Service:	Resources
Reports to:	Human Resources Manager
Issue Date:	August 2019

PURPOSE OF THE JOB

To provide a high quality, professional People Management Service to the Council in respect of all its employees. This post will have a leading role in the development of Human Resource policies and procedures and providing sound HR advice to managers, employees and other partners.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 In support to the Human Resources Manager in his/her role as the professional lead on people management issues, takes the lead in some of our HR projects and staff cases including employee relations, discipline and grievance issues, recruitment and selection policies, occupational health and welfare, pay and grading matters.
- 1.2 Provides advice and support to line managers in the application of Human Resource policies, employment legislation and HR best practice.
- 1.3 Supports and advises the Council with restructures and change management processes. This also includes supporting employees at risk of redundancy.
- 1.4 On-going development and coaching of line managers to improve their people management skills. This also includes delivering training to groups of managers and employees in people management skills.
- 1.5 Continual review of HR policies and procedures and drafting new policies, in response to new employment legislation, HR best practice and to ensure our HR policies best meet the needs of the Council.
- 1.6 Fosters good working relationships with recognised trade unions, and a healthy employee relations climate within the Council. In conjunction with Human Resources Manager, takes steps to ensure that any significant staffing changes proposed are subject to proper consultation with relevant staff and/or with the trade unions.

- 1.7 Along with the HR Manager, management of the job evaluation scheme(s). This involves carrying out job evaluation assessments and audit checks, in conjunction with line managers and post holders.
- 1.8 Takes the lead role in co-ordinating the Council's Occupational Health and Welfare services available to its employees, ensuring that services provided are at all times designed to help foster a fit and healthy workforce. Acts as adviser to line managers in all departments in relation to sickness absence problems affecting employees, and co-ordinates referrals to the external Occupational Health Adviser. Directly provides support to employees when needed. Controls the O.H. budget and chairs the Occupational Health Working Party.
- 1.9 Advises line managers when necessary on potential cases of early retirement and redundancy, liaising with Warwickshire CC Pensions Department as required.
- 1.10 Under the guidance of the Human Resources Manager, works to ensure that the Council's workforce has the necessary strategic capability of responding effectively to externally challenges presented eg by Central Government.
- 1.11 Assists with the production of the Performance Indicators and Management Information relevant to the work of the Human Resources Team, collecting and checking data and consulting the Human Resources Manager in respect of the setting and periodic adjustment of improvement targets.
- 1.12 Gives consistent advice and guidance, in conjunction with the Equality and Diversity Advisor, to ensure that the Council's commitment to equality and diversity, is reflected in the way that employees of the Council are recruited, developed and trained, promoted and managed in all aspects of their employment - regardless of individuals' ethnic origin, age, sex, or other irrelevant factors. Challenging and highlighting any discriminatory behaviour within the Council
- 1.13 Maintains up-to-date knowledge of professional and legislative developments to ensure that the Team provides services in line with employment legislation, HR best practice and the operational needs of the Council. This will also involve developing effective internal and external networks in support of this aim.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Promotes mutually positive working relationships with managers at all levels across all departments of the Council, and with elected members when necessary, supporting colleagues in their varying roles by all reasonable means.
- 2.2 Prepares reports on Human Resource issues to Senior Management Team and to relevant meetings of Elected Members, e.g. Health and Safety Members Committee.
- 2.3 Contributes towards surveys required by Central Government, for benchmarking exercises undertaken and other ad hoc surveys in which the Council agrees to take part.

- 2.4 Provides a specialist consultancy support to departments in carrying out testing of applicants for vacant posts, and/or doing so for development and training purposes
- 2.5 Provides professional Human Resource advice in support of health and safety management and risk management, and in particular takes a leading role in stress management issues, participating as a member of relevant working groups.
- 2.6 Represents the Human Resources Team as necessary in his/her dealings on relevant issues and corporate projects, with other departments, other local authorities, Central Government Departments and other bodies.
- 2.7 Deputises, where necessary, for the Human Resources Manager.
- 2.8 Such other reasonable duties as the Head of Corporate Resources and the Human Resources Manager may require.

3. SUPERVISORY RESPONSIBILITIES

To take supervisory decisions in the absence of the HR Manager and, for Transactional HR Team, in the absence of the HR & Payroll Business Partner.

4. FINANCIAL RESPONSIBILITIES

Responsible for the Occupational Health and Welfare budget.

Authorising invoices for HR, Recruitment, Payroll and Training.

5. RESPONSIBILITY FOR ASSETS AND DATA

Keeping accurate records of HR staffing cases.

6. EXTENT OF PUBLIC CONTACT

The post-holder will play a key role in ensuring that good working relationships are established and maintained between all employees of the Team and its internal and external customers and partners. He/she will also be expected to help facilitate mutually supportive and integrated services provided by the Human Resources Team as a whole. He/she will ensure that all interaction with colleagues, members of the public, elected members, external partner organisations and other outside bodies is customer-focused and responsive.

There will be regular contact with trade union officials. In addition, contact may be needed with elected members, local and national organisations in the public, private and voluntary sectors, other local authorities and Central Government departments.

7. WORKING CONDITIONS AND ENVIRONMENT

Office based.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

HR Business Partner



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of delivering a professional HR and/or Organisational Development service. To include advice to both managers and employees.	E	A,I,R
Full membership of the Chartered Institute of Personnel and Development (MCIPD), or equivalent level of knowledge.	E	A,D
ICT Skills to produce documentation, data analytics and ability to use our HR and Payroll ICT System	E	A,I
Focus on customer service.	E	A,I,R
A detailed understanding of Equality and Diversity issues, and their relevance to service delivery.	E	A,I
Inclusive style, tolerant of and sympathetic to differing needs and viewpoints.	E	A,I
Able to build effective working relationships with a variety of people including external contacts.	E	A,I
Ability to make appropriate and timely decisions.	E	A,I,
Team work skills	E	A,I
Excellent verbal communication skills including good listening skills and empathy	E	A,I
Skills in persuading and negotiating	E	A,I
Problem-solving skills	E	A,I
Organisation, planning and prioritisation skills.	E	A,I
Written communication skills	E	A,i
A commitment to work within our CAN DO values	E	A, I
Staff supervision skills	D	I
Commitment to continuous personal and professional development.	D	A,I,R

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D

