

**People, Communications and Partnerships Directorate**

**Job Description**

**JOB TITLE:** Senior Human Resources and Development Business Partner

**DIRECTORATE:** People, Communication and Partnerships

**GRADE:** 10

**RESPONSIBLE TO:** AssistantDirector of People Management

**A. Purpose**

1. To support the Assistant Director of People Management, working in collaboration with the wider Service Management team, in providing professional Human Resources and Development advice and support to the organisation; ensuring that people strategies and plans are aligned to deliver the Organisation’s aims and priorities.
2. To work in partnership with the Organisation’s leaders, and managers providing strategic and operational HR advice and guidance on people related matters in line with the needs, priorities and values of the Organisation.

**B. Key Responsibilities**

1. To act as a strategic HRD lead partnering and supporting the organisation, directorates and services, in providing comprehensive and professional HR advice in the areas of, organisational restructures, recruitment, business transfers and TUPE, employment legislation, terms and conditions of employment, policy and practice, discipline, grievance, attendance management, appraisal, performance management, pay and grading, equality etc.
2. To provide professional advice on complex people issues advising managers on appropriate actions, to embed the Council’s values, and ensure consistency in culture and practice.
3. Advising, guiding and supporting Directors and key stakeholders on complex employee relation matters.
4. To develop and maintain effective working relationships with the organisation’s leaders and managers
5. To contribute to the Organisation’s workforce strategy and work closely with the People Management team to ensure the delivery of cohesive and coordinated services across the Council and its customers.
6. To support the delivery of the Council’s transformation projects and people change initiatives, through the development of the initial concepts, implementation and continuous development.
7. To initiate the development and continuous improvement of business processes, in order to provide a professional, effective and efficient people Management service.
8. To support the development and implementation of workforce strategies, HR policies, procedures and guidance, to support new ways of working, and to ensure compliance with employment legislation and managed risk.
9. To prepare and deliver regular reports to the Council’s Senior Management teams on all aspects of the workforce e.g. staffing structures, workforce planning and demographics, sickness absence, HR Case management, policy developments etc.
10. To support the development of the HR Business partner team in providing solution focused, professional HR advice and guidance to Managers.
11. To advise on national and local terms and conditions of employment.
12. To provide advice and guidance on workforce planning and recruitment strategy and policy, ensuring there are effective processes in place for the recruitment of staff at all levels to support an optimal workforce.
13. To develop and maintain effective working relationships with trade unions.
14. To actively promote equality, inclusivity and diversity in the operation and delivery of services.
15. To promote a positive organisation- wide culture that reflects the Council’s values.

**C. Management Responsibilities**

1. The role is responsible for the line management of the HRD Business Partners and Assistants.
2. To manage budgets and ensure that resources are deployed to best effect, provide value for money and are well monitored and controlled.

**D. Additional Information/Other Requirements**

1. Carry out duties with full regard to the Council’s Equalities policies, Code of Conduct and all other Council policies.
2. Comply with the Council’s Health and safety policy, rules, regulations and Health and safety legislation.
3. Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Council's information security standards, and requirements for the management and handling of information; and use Council information only for authorised purposes.
4. The post holder will be required on occasion to travel within the City/region as appropriate to undertake the role.

**Person Specification**

**Job Title: Senior HRD Business Partner**

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| **Essential Requirements**  |
| **Qualifications and Experience:*** Qualified to degree level or equivalent.
* Chartered Member of the CIPD (MCIPD) or equivalent experience
* Significant experience and a successful track record of providing HR advice on complex employment matters to leaders and managers
* Significant experience in a HR business partnering role
* Experience of working with trade unions
 | Application Form/Interview |
| **Skills and knowledge*** In depth knowledge and understanding of terms and conditions of employment, employment legislation and its practical application.
* In depth knowledge and understanding of employment policies and procedures
* Excellent communication skills. The ability to effectively listen, be sensitive to the needs of others, communicate verbally, deliver presentations and produce clear and concise written documents.
* Ability to exercise sound judgement in decision making
* High level analytical skills with the ability to proactively solve

problems and seek solutions to complex situations* Ability to influence and persuade others
* Ability to work at both a strategic and operational level
* Ability to collaborate, build effective and trusted relationships and to lead and manage a team
* Evidence of a clear understanding of the workings of local government and the legal, financial and political context of public sector management
* Ability to manage budgets
 | Application Form / Psychometric Assessment/Interview |
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| **Job Related** * Ability to meet the travel requirements of the post
* IT Skills
* Commitment to equality of opportunity
 | Application Form / Interview |
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