



# Job Description

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This job description may be amended from time to time dependent on job requirements and Service provision.

## Section A

**Post Title: HR Business Partner**

**Location:** Office and Remote Based

**Reports to post:** Senior HR Business Partner

**Service:** HR

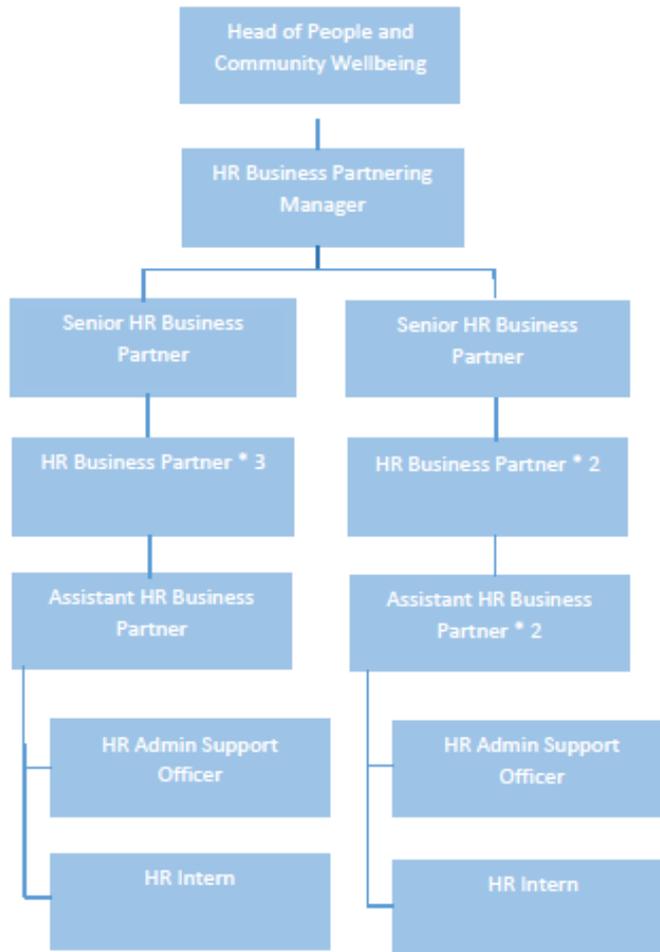
**Grade:** G10

**Eval Ref:**

**Date:** June 2022

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

The HR Business Partner will provide professional and effective HR advice, ensuring service delivery is consistent, proactive and reflects Corporate HR policy and will work closely with Council Services and the HR Admin & Payroll Team to ensure a seamless service delivery to customers.

## Section D

### Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

- Provide professional HR Advice on a range of HR matters including recruitment, attendance management, disciplinary and grievance, escalating as necessary more complex and specialised issues to the Senior HR Business Partner
- Manage employee relations in a positive and proactive manner (this may involve working across all Service areas to ensure a fair and equitable caseload)
- Provide professional guidance and advice to support Managers in dealing with performance management or capability issues
- Attend local negotiating meetings as directed by the Senior HR Business Partner ensuring that appropriate and timely advice is provided
- Provide professional HR advice on the people aspects of the design of change for specific areas of the Service as delegated by the Senior HR Adviser, ensuring involvement at the outset of change programmes
- Provide HR policy advice to local Managers with support as appropriate from the Policy team
- Ensure an in-depth knowledge of the Service area in order to provide a professional HR service to the Service area of responsibility
- Work with colleagues across HR to develop and deliver HR training sessions, briefing sessions or other events as required
- Lead on Service specific HR projects and contribute to Corporate HR projects/policy development
- Represent HR at Service based working groups, e.g. Health and Safety Forums

## Section E

### Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

Information handled is of an extremely confidential and sensitive nature. Strict observation of the GDPR legislation must be observed at all times.

Requirement to handle matters of a diverse and often complex nature, many having legal or contractual issues.

## Section F

### Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

#### **Internal:**

The post holder will deal with a wide range of individuals and organisations such as Heads of Service, Service Managers and Employees.

The post holder will be required to work and liaise with Trade Union representatives.

#### **External:**

The post holder will be required to liaise with other external organisations such as CoSLA, Pensions and other Local Authorities.

To deal with information relating to a wide range of individuals in various formats including face-to-face, written and telephone communications.

Deal effectively with general HR enquiries, escalating to the Senior HR Business Partner where appropriate.

## **Section G**

### **Mental Skills**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

Some issues will be of an emotional, possible distressing nature, requiring at times high levels of tact, understanding, composure and compassion.

## **Section H**

### **Working Environment and Physical Effort**

This section details the predominant physical environment of the job e.g. indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

As we provide a service to a diverse range of Services who operate at differing hours, flexibility in working hours is expected.

## Section I

### Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

#### Essential Criteria:

- Experience in a generalist HR position
- Up to date knowledge of Employment Law
- Excellent communication skills, with the ability to communicate and negotiate effectively at all levels of an organisation and to quickly build credibility with the customer
- Proactive approach, with the ability to work independently and be flexible in a changing business environment
- Experience of dealing with employee representatives, Trade Unions at both local and Regional level
- CIPD membership
- Experience of computerised HR systems and MS Office
- Presentation skills
- Excellent written communication skills

#### Desirable Criteria:

- Experience of Local Government
- Full driving licence