

<b>HR BUSINESS PARTNER</b>			
Reference No:	A3991		
Service:	Human Resources		
Job Family:	Human Resources/Learning/OD	Grade:	FC10

<b>Purpose</b>
To work in partnership with the HR Service Manager and customer directorate management to identify and source solutions to their HR needs in line with corporate and Service specific business objectives.
To contribute to the wider corporate HR agenda through project work and occasionally holding the strategic lead.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Driving delivery of HR initiatives across customer directorates gaining acceptance from key stakeholders and acting as an ambassador for the HR function.	Experience of managing customer relationships and delivering HR Services in a large organisation	✓	
Building effective relationships proactively and providing change support to shape, develop and deliver associated directorate action plans.	Consultancy and facilitation skills	✓	
Acting as a conduit, using knowledge and understanding of the customer directorates to contribute to designing corporate HR strategies, policies and activities.	Experience of supporting change and cultural shifts	✓	
Implementing new HR policies and procedures and ensuring deployment is consistent and aligned to delivery of corporate programmes. Influencing and persuading managers to change to new ways of working and frequently in a context where there is resistance to change.	Organisational awareness and political acumen	✓	
	Ability to provide an efficient and effective service	✓	
	Influencing skills	✓	

## Role Profile

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Collaborating with relevant stakeholders to design and implement innovative HR interventions that pragmatically resolve issues taking account of the overall HR strategies.	Ability to analyse problems and determine creative and practical solutions  Experience of collaborative working, and developing and maintaining effective relationships	✓  ✓	
Applying business acumen and understanding of customer directorates to plan for business challenges and identify workforce implications. Understanding business needs both current and anticipated and how this fits with the bigger picture.	Customer service skills aligned with strong organisational and business awareness  Ability to develop strategies to deliver efficiencies and savings  IT skills	✓  ✓  ✓	
Providing in depth professional knowledge, skills and expertise across a wide range of HR activities.	Degree level qualification  Chartered MCIPD	✓  ✓	
Representing HR at internal appeals processes, cross functional working groups and at external bodies.			
Leading/ managing/supporting change and other projects to deliver against agreed outcomes and desired organisational culture.	Ability to lead on a range of concurrent, complex issues and conflicting priorities	✓	
Identifying the interdependencies of projects and working with colleagues to collectively deliver strategic priorities and manage risks.	Project management skills  Strategic thinking and experience of translating these into deliverable plans and outcomes	✓  ✓	
Managing and ensuring that all work carried out by allocated team members is completed in line with council policy, procedure and guidelines and meets published standards and relevant project timelines. Setting priorities and team work-plans and meeting customer expectations. Managing team development and performance.	Experience of managing staff and inspiring them to achieve results	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>