

HR Business Partner

Job Description and Person Specification

December 2022

Job Description

Post:	HR Business Partner
Grade:	LRB 14 - 16
Department:	Strategy
Service:	HR
Direct Reports:	HR Business Consultants
Reports to:	Deputy Director of HR Pensions & Payroll

Context:

This role is fundamental to ensuring that the Council motivated workforce and to be an employer of choice. It is also the lead strategic HR Business Partner to the Directorates to support the development of people management to ensure that the HR Service is working to optimum level. Delivery of functions are centred around the Council's values of Collaboration, Honesty, Excellence and Fairness. As a member of the HR team, you will be driven to achieve the best, hardworking, respectful and professional to colleagues and customers. You will work with the HR team and staff to deliver the priorities in our Borough Plan and HR Strategy in a fast-paced customer focused environment to improve the lives of our residents. The right behaviours are as important to us as the skills you bring and your willingness to provide strategic guidance and direction to the staff you manage and to the business is critical to role performance.

You will work closely with senior managers, management teams and other key stakeholders to build organisational capacity. You will keep abreast of key developments to develop innovative and effective streamlined processes to meet the Council's future workforce objectives and reflect the communities we serve. You will manage change management initiatives, organisational / departmental restructures / job role design / outsourcing / TUPE transfers / redundancy, advising on options and risks. In particular assist with the drafting of documentation to minimise the risk of legal challenge. You will be able to adapt rapidly to shifting demands and priorities and be flexible whilst maintaining a high level of professional credibility.

People Management:

Lead and manage a team of HR business consultants, taking responsibility for the direction, planning and coordination of their work.

Generic accountabilities:

1. Act as a role model for the approach and behaviours set out in the Council's Manual for Change and contribute to the achievements of its priorities.
2. Ensure that the HR Business Partner works collaboratively with the Deputy Director of HR, Pensions & Payroll, other HR Business Partners, HR business consultants, OD and Recruitment teams.
3. Develop sustained structures, systems, policies and processes to enable the effective delivery of HR services.
4. Inspire, and engage staff to align delivery to the Borough Plan and supporting HR Strategies.
5. Manage the team in a way that promotes the Council's approach to diversity and inclusion, at all times to carrying out responsibilities/duties within the Council's Dignity at Work Policy.

6. Ensure that duties are undertaken with due regard and compliance with the General Data Protection Regulations and other legislation ensuring the integrity and security of confidential information.
7. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and related legislation.

Main duties and responsibilities:

1. Act as the lead HR professional for directorates to work with managers across the business to identify creative HR solutions.
2. To coach and support managers on staffing issues in the areas of performance management, absence management, conduct and capability, manage HR cases from end to end to achieve effective outcomes for individuals and the council directorates.
3. Work with directorates to deliver agreed priorities in the HR Strategy and develop associated strategies such as the workforce plan, recruitment strategy and equalities and inclusion plans.
4. Provide professional advice with solutions to facilitate managers with the effective management of people resources, and work in collaboration with managers to identify and manage key recruitment priorities.
5. Advise managers on risks, benefits and options to achieve organisational outcomes, with direction from the Deputy Director of HR, Pensions & Payroll. Negotiate with individuals and their representatives as necessary to achieve results that minimise risk to the organisation.
6. Assist the Deputy Director of HR, Pensions & Payroll and other HR & OD staff in research, design and development of HR initiatives in support of the Council's HR strategy. Support the work of Director & Deputy Director of HR, Pensions & Payroll and the wider HR Leadership Team to embed the HR strategy and Council Workforce Plan.
7. Develop and implement action plans to address results from staff surveys in line with corporate plans and which address the specific needs of the directorates and the individual teams.
8. Deliver innovative and customer focused HR solutions to the organisation to enable them to deliver their operational plans.
9. Provide high quality and professional HR advice and solutions promptly to management to ensure that HR issues are managed in a fair and consistent manner.
10. To work as part of the overarching team ensuring that all solutions are delivered in a timely manner delivering pro-active resolutions prioritising need across the area.
11. Seek to identify ways of improving the quality and value of the HR service delivered to the organisation and identifying opportunities where revenue can be generated through the provision of HR services.
12. Develop and maintain strong working relationships with senior managers and at all levels across the organisation to encourage a high level of confidence in the HR function and constructive relationships with the Trade Unions.
13. Keep up to date with employment legislation and best practice.
14. Manage HR cases from end to end to achieve effective outcomes for individuals and the organisation, including absence management, grievance and disciplinary.
15. Work across directorates and areas to support HR cases for colleagues as required to ensure that cases are dealt with efficiently and expediently.
16. Manage organisation change projects to implementation, including HR administrative process to support change programmes.
17. Support the Deputy Director of HR, Pensions & Payroll and other HR Business Partners with complex change projects, including TUPE and Restructures.
18. Carry out job evaluations in line with the Local Government National Scheme.
19. Work alongside the Senior Leadership team to challenge and engage, whilst striving innovation and excellence within HR.
20. Add value to the HR team.
21. Deliver the core people cycle across Talent and Engagement
22. Lead on the statutory obligations to Schools and employee relations cases and be responsible for change management programmes, including restructuring, redundancies and TUPE.
23. Attendance at meetings outside of office/school hours as and when required.

24. Ensure that duties are undertaken with due regard and compliance with the General Data Protection Regulations and other legislation ensuring the integrity and security of confidential information.
25. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and related legislation.
26. To take on any additional duties commensurate with the grade of the post.

For School services - In addition to the above duties the post holder will be required to carry out additional duties as set out below:

1. Responsible for statutory obligations to Schools
2. Lead on the Whole School Pay Policy
3. Reviewing London Borough of Redbridge's human resources policies and procedures for schools that are recommended to governing bodies for adoption.
4. Reviewing, updating and reissuing these policies and procedures in light of changes to employment legislation and good practice.
5. Attendance at School's Workforce Committee as and when required
6. Chair Joint Consultative Committees level 2 (JCC2)
7. Customer focused and driven by the achievement of high standards and service delivery
8. Ability to plan and prioritise effectively to ensure high quality work is delivered to deadline in a fast-paced changing environment.

In addition to the above duties the post holder will be required to carry out additional duties as set out below:

1. Deliver the core people cycle across Talent and Engagement
2. Actively contribute to and be part of the Senior HR Management team, coaching, supporting, advising and facilitating discussion as appropriate to ensure the HR Consultants are managed effectively and efficiently.
3. To use workforce intelligence to identify people management requirements and performance issues and establish credibility as an expert in strategic HR within an operational service.
4. To drive and support the development and delivery of cultural change programmes and interventions across the directorates within the council.
5. Build a strong performance culture underpinned by effective communication which engages and informs staff and ensure that there are transparent and sustainable reward mechanisms in place that are clearly understood.
6. To adapt rapidly to shifting demands and priorities and be flexible whilst maintaining a high level of professional credibility.
7. Lead on initiating, planning and implementing targeted, strategic recruitment campaigns to attract staff where there are recruitment difficulties, engaging with the Recruitment team and relevant Heads of Service as necessary.
8. Add value to HR team
9. Advising Members at Appeal Hearings

PERSON SPECIFICATION

The person specification is a summary of the knowledge, skills and experience necessary to carry out the job. It is used during the recruitment and selection process and particularly in the shortlisting and listing stage of the process.

You should demonstrate on your application form how you meet the following essential criteria.

Department: Strategy	Service: HR	Team: Business Partnering
Job Title: HR Business Partner	Grade: LBR 14 - 16	

Requirements		
Education, Experience and Ability		
<i>All of the below are essential</i>		
E1	Educated to degree level or equivalent.	A
E2	Evidence of continuous professional development and developing strong networks to benefit the business.	A/I
E3	MCIPD / Full CIPD membership.	A/I
E4	Substantial experience of delivery cultural change in large multi-cultural organisations.	A/I
E5	Substantial experience of working in a trade union environment and evidence of fostering positive working relationships.	A/I
E6	Excellent working knowledge of employment law.	A/I
E7	Substantial experience of providing creative and innovative people management solutions to the business.	A/T
E8	Experience of leading and managing a team in a customer focused HR Business Partnering service.	A/I/
E9	Substantial experience of working as a HR Business Partner in large multicultural organisations.	A/I
E10	Expert knowledge and experience on key people management functions i.e. OD, Recruitment and Business Partnering.	A/I
E11	Experience of implementing HR and OD solutions to the business.	A/I
E12	Understanding of the financial positions of each directorate and the wider organisation working with stakeholders and finance business partners.	A/I
E13	Evidence of building strong relationships with internal and external stakeholders.	A/I/
E14	Experience of providing guidance to senior managers in areas involving complex issues or legal proceedings including TUPE and attendance at employment tribunals.	A/I
E15	Experience of managing HR related budgets.	A/I
E16	Experience of working collaboratively with senior managers to identify effective and sustainable solutions on complex casework including discipline capability, grievance and absence management.	A/I
E17	Working with HR colleagues on initiatives that will transform attraction and retention strategies, most particularly pay and reward and performance management frameworks, absence management and recruitment process improvements.	A/I
E18	Effective report writing skills	T
E19	Project management skills	I
E20	Knowledge of how HR contributes to the delivery of the council's strategic business objectives.	I

Aptitude		
C1	Understands and evaluates verbal information (13)	I/T
C2	Work effectively with numerical data/information (14)	T
Key Behaviours		
B1	Processing detail (10)	T
B2	Evaluating problems (1)	T
B3	Innovative and creative (3)	T
B4	Effectively communicates and articulates information (5)	T
B5	Adapts to changes (8)	T
B6	Drives success (12)	T
B7	Supports colleagues (9)	T
B8	Builds effective relationships (4)	T
B9	Models the Councils values of Collaboration, Honesty, Excellence and Fairness	I