

Job Description



Corporate Services Directorate Organisational Development

Post Title:	HR Business Partner	Grade:	Scale 7
Post Number:	BG00114, BG00116 BG00117, BG07435	Hours:	37 per week
Base:	Agile Worker	Disclosure:	Enhanced
Contact:	Senior HR Business Partner	Updated:	January 2024

Politically restricted **No** **Yes ***

* The position is politically restricted within the provisions of the Local Government & Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Provision of a customer focussed Human Resources (HR) Service ensuring the effective delivery of the Workforce Strategy and organisational objectives.

Working as part of an effective team you will provide advice and support across the full range of HR activity ensuring it is aligned to the strategic direction of the Council and promotes a high performing organisational culture.

Contributing to the development and implementation of HR strategic projects and policies aligned to key service delivery needs and corporate and directorate objectives.

Responsible to: Senior HR Business Partner

Responsible for: No direct reports but day to day oversight of the work of HR Support Officer.

Principal Accountabilities

1. Working closely with managers in named services to ensure the effective implementation of the Workforce Strategy and associated HR policies and procedures.
2. Supporting and influencing managers understanding of the Workforce Strategy and its contribution towards improving front line service delivery.
3. Enable and support service transformation through the use of effective Organisational Development interventions and Human Resource Management strategies.
4. Provide professional support and advice in relation to the management of disputes, disciplinary and grievance cases with reference to relevant policies, employment law and where necessary to child / adult protection protocols.

5. Coach, support, mentor and challenge managers in the application of HR policies and practices and on a wide range of employment related matters, promoting best practice and encouraging greater ownership. This will include providing professional advice and guidance on complex and sensitive matters and determine in partnership the best course of action to address those individual circumstances in order to minimise risk and financial exposure for services.
6. Support a performance management culture within services, including capability related casework and advising and guiding managers through the relevant policies.
7. Advise on attendance management, including as appropriate attendance at sickness meetings, advice on medical reports, ill health retirements and redeployments.
8. To be responsible for the provision of advice and support in respect of retirements / ill health and redundancy cases.
9. To support recruitment and appointment arrangements to ensure an effective and improving service.
10. To provide a proactive advisory and interpretation service to managers and employees on the full range of employment related matters. This will include the application of relevant terms and conditions of employment and also changes resulting from legislation, national and local agreements.
11. Assist in the research, development and implementation of key strategic projects and to contribute to and where specifically required to take a lead on the formulation of policies to meet legislative requirements and organisational objectives, in consultation with the trade unions.
12. To support the maintenance of positive employee relations and support formal consultations and negotiations with employees, their representatives and trade unions, in accordance with agreed policies and protocols.
13. To support and advise on organisational / service redesign including the operation of Authority's job evaluation scheme.
14. To contribute to and where specifically required to design, deliver or commission briefing sessions / training on relevant matters relating to HR policy and practice.
15. To contribute to improvements in the administration and control of employment related paperwork including contracts of employment etc.
16. To ensure effective systems are in place for the collection of performance data and to continually review work practices and performance standards ensuring the most efficient and effective delivery of service.
17. To liaise with relevant external agencies and officers of the Authority in undertaking the duties of the post and to represent the Head of OD at corporate and departmental working groups, internal and external forums and meetings as and when required.
18. To deal with enquiries from employees, members of the public, Trade Unions and other Departments.
19. To work closely with the Transactional / Payroll team to deliver a seamless service ensuring work is completed accurately and efficiently.

20. To continually review work practices and processes making amendments to improve the delivery of the HR Service.
21. Keep up to date with best practice in HR & OD, development in employment legislation and in Local Government/related sectors and plan and deliver appropriate responses.
22. To ensure confidentiality and compliance with all relevant codes of practice including data protection, access to information including medical records.
23. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
24. Ensure anti-discriminatory practice and promote inclusion and diversity in the workplace.
25. Work flexibly across the service to ensure effective delivery of the agreed work programme and meet changing service requirements and to cover in the absence of colleagues and undertake any other duties as directed by the Head of Organisational Development.

Person Specification

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Possession of Level 5 of the CIPD qualification and working towards/committed to Level 7 or equivalent.	Essential	✓			
Possession of Level 7 of the CIPD qualification or equivalent.	Desirable	✓			
Proven experience in Human Resources, working with managers to ensure effective Human Resource Management and an ability to demonstrate a working knowledge of HR policies and procedures to include: <ul style="list-style-type: none"> Recruitment and selection Attendance Management Dispute resolution including discipline/ grievance. Termination procedures. 	Essential	✓	✓	Test	✓
Proven experience of working in HR within a Local Government environment	Desirable	✓			
Experience of report writing, policy development and implementation.	Desirable		✓		✓
Management of change experience	Desirable		✓		✓
Knowledge/Skills					
A knowledge of employment legislation and its application.	Essential		✓		✓
Takes a methodical approach to work, prioritises tasks effectively, and consistently meets deadlines in order to provide an excellent service.	Essential				✓
Development, organisation, preparation and delivery of HR training	Desirable	✓	✓		✓
Computer literate with experience of Microsoft Office.	Essential	✓			✓
Well developed analytical and organisational skills.	Essential		✓		✓
Knowledge and understanding of job evaluation frameworks and processes	Desirable		✓		✓
Ability to mediate in difficult situations	Desirable		✓		✓
Ability to work well as part of a team and forge strong working relationships with colleagues	Essential		✓		✓
Ability to use own initiative to resolve issues and make timely and appropriate decisions within the scope of the role	Essential		✓		✓

2. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
The need to be flexible in working hours, to meet the needs of the Service.	Essential		✓		
Full driving licence and access to a vehicle for working purposes.	Essential	✓			

3. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method

Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others			✓	

Assessment Method					
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results		✓		✓
	Understands that changes are needed if things are to be improved		✓		✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions		✓		✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation			✓	