

Job Description



Corporate Services and Strategy Directorate

Organisational Development Division

Post Title	Human Resources Business Partner		
Post Number	152,153,191	Grade	Scale 9
Base	Civic Centre	Hours of Work	37 hrs per week
Car User Allowance	Approved Casual	Disclosure	None
Contact	HR Manager	Updated	February 2014

Principal Job Purpose

To manage the delivery of an effective customer focussed Organisational Development Service for specified Directorates ensuring that it is aligned to service delivery needs, corporate and directorate objectives and to manage the HR Advisors.

Responsible to: HR Manager.

Responsible for: HR Advisors.

Principal Accountabilities

1. To lead on the development and implementation of the O.D. Strategy, within Directorates by working with Service Managers to improve service delivery through effective Human Resource Management.
2. To effectively manage and co-ordinate the HR Advisors in the management of disciplinaries, grievances, sickness absence case work and a range of employment and employee relations matters ensuring legislation, policy and best practice are followed.
3. To support the development and maintenance of a performance management culture within services this includes leading on capability related casework and advising and guiding managers through the relevant policies.
4. To play a key role in enabling and supporting transformational change within services and actively engage in workforce planning and joint / partnership working to anticipate and respond to future requirements ensuring a workforce that is equipped to deliver excellent services.

5. To coach, support, mentor and challenge managers in the application of HR policies and practices and on a wide range of employment related issues, promoting best practice and encouraging greater ownership. This will include providing advice and guidance on complex HR issues in order to minimise risk and financial exposure.
6. To provide an advisory and interpretation service on a wide range of employment related issues, including the application of relevant terms and conditions of employment.
7. To lead and contribute to the implementation of effective HR policies and procedures in line with key priorities, in consultation with management, employees and the trade unions.
8. To lead and contribute to the development and implementation of key strategic authority wide and service specific projects and policy initiatives in line with key priorities.
9. To ensure that all relevant legislative requirements are embedded in the development of project and policy work and in all the advice provided to Line Managers and others.
10. To liaise with relevant external agencies and officers of the Authority in undertaking the duties of the post and to represent the Head of Organisational Development at Council meetings, corporate and departmental working groups, internal and external forums and meetings as and when required.
11. To maintain positive employee relations and engage in formal consultations and negotiations with employees, their representatives and trade unions, in accordance with the authority's agreed protocols.
12. To undertake regular reviews of staff performance ensuring a continually developing level of competence through ongoing training and self development opportunities and to ensure a structured approach to team meetings.
13. To continually review and develop the service provided taking account of Council priorities, best practice and statutory obligations, ensuring that a performance culture exists within the service.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice and promote diversity in the workplace.
16. To undertake any other duties as directed by the Head of Organisational Development.

Person Specification

1. Qualifications & experience

Qualifications/relevant experience	Essential / Desirable	Application Form	Interview / Presentation	Probationary Period
CIPD Qualified or equivalent together with relevant experience of working in a HR service.	Essential	✓		
Demonstrate a proven track record of working in a multi – disciplinary organisation.	Essential	✓		
Experience of managing the delivery of corporate cross – cutting projects.	Essential		✓	
Experience of managing staff.	Essential	✓	✓	
Experience of working with senior management and trade union representatives providing strategic advice and guidance.	Essential		✓	
Experience of working in a local government environment.	Desirable	✓		
Other experience				
Experience of report writing, project management, policy development and implementation.	Essential		✓	
Computer literate with substantial experience of Microsoft Office and/or personnel software.	Essential	✓		
Knowledge/Skills				
A sound knowledge of employment legislation and its application	Essential		✓	
High level of analytical and problem solving skills	Essential		✓	

2. Special Requirements

	Essential / Desirable	Application Form
Full driving licence and access to a vehicle for work purposes.	Essential	✓

3. 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 / presentation	Probationary Period/ Performance Coaching
Leading People	Sets the standard of leadership for the service			✓
	Provides clear direction and goals for the service		✓	✓
	Takes direct responsibility and is accountable for actions			✓
	Ensures the principles of equality and diversity are embedded in the service		✓	✓
	Recognises and celebrates others' contributions & achievements		✓	✓
	Challenges inappropriate behaviour		✓	✓

		Assessment Method		
Topic	Competencies	App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Communicating the Vision	Translates the vision into operational objectives		✓	✓
	Develops long term objectives and strategies for own service area to achieve the vision			✓
	Proactively promotes the vision to others		✓	✓
	Ensures others understand how their role contributes to achieving the vision			✓

		Assessment Method		
Topic	Competencies	App Form	Interview / Presentation	Probationary Period/ Performance Coaching
Facilitating High Performance and Results	Is committed to continually improving performance of self and others		✓	✓
	Sets ambitious performance targets and priorities for self and others			✓
	Gives regular, constructive feedback on team/individual performance		✓	✓
	Motivates others to achieve and improve performance		✓	✓
	Recognises and celebrates success			✓
	Challenges poor performance appropriately			✓
	Seeks learning opportunities from results			✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Maximising Potential	Encourages and develops personal accountability in others		✓	✓
	Encourages others to think for themselves		✓	✓
	Promotes risk-taking and supports appropriately			✓
	Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services		✓	✓
	Promotes development in self and others		✓	✓
	Supports and trains others in own areas of expertise			✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Communicating	Promotes a culture of open communication			✓
	Communicates effectively, using a variety of styles, with a broad range of people		✓	✓
	Creates and develops networking opportunities to influence		✓	✓
	Actively listens and respects others' points of view			✓
	Checks own and others' understanding		✓	✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions			✓
	Ensures decisions link to continually improving performance		✓	✓
	Understands problem solving is part of the improvement process			✓
	Has the confidence to make ambitious, difficult, or unpopular decisions		✓	✓
	Is able to justify and explain decisions			✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Working together	Understands partnerships in the context of the "big picture"		✓	✓
	Promotes and contributes to multi-agency partnerships to continually improve services for the citizen			✓
	Networks effectively internally and externally		✓	✓
	Identifies the expertise of others			✓
	Proactively shares knowledge and information			✓
	Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service		✓	✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Promoting a Citizen Centred Culture	Recognises the importance of contributions from the community to setting and achieving continually improving services			✓
	Promotes and develops a continually improving citizen-focused culture within the service		✓	✓
	Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.			✓
	Engages with the community appropriately and respectfully			✓
	Is an ambassador for the organisation and the community it serves			✓

Topic	Competencies	Assessment Method		
		App. Form	Interview / Presentation	Probationary Period/ Performance Coaching
Working With Councillors	Establishes and continually improves positive and appropriate interaction with all Councillors		✓	✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process			✓
	Abides positively with the protocols relevant to the political relationship			✓
	Is confident to refer enquiries to others when appropriate		✓	✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo		✓		✓
	Proactively thinks how potential change will affect the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches		✓		✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice		✓		✓