



Job Description

Job Title: Assistant HR Business Partner

POSCODE: HAY02132

Grade: NCT Local Grade L

Overall Purpose of Role

To be responsible for the delivery of expert, professional HR advice and coaching to managers within a designated service area, on all aspects of HR, in order to ensure that the organisation has excellent management of its employees and strong employee relations.

To support the Head of HR and OD in the delivery of a professional HR service that adds value and delivers effective business-focused solutions. To work in partnership with managers and other HR professionals to drive organisational change and enable continuous improvement.

To drive the achievement of the organisation's business and service plans by providing timely, expert, risk informed HR advice on all organisational change activity including redundancy, restructuring and TUPE to ensure the organisation has the right workforce to deliver its services.

Main Accountabilities

Main Accountabilities	
1	To provide professional HR advice to Managers to ensure that the service area has excellent management of its employees covering all aspects of performance, competence, conduct and attendance. To supervise and coach HR Advisor(s) to ensure a high level of service to line managers, encouraging a good level of pace and healthy level of risk is maintained in all advice.
2	To interpret and advise on the organisation's employment policies, terms and conditions, and on employment law to ensure that the decisions taken achieve the service objectives in a cost effective and a policy/ legally compliant way, taking a managed approach to risk.
3	To take a project management approach to the delivery of organisational change (redundancy, restructuring and TUPE), working in partnership with the service managers to drive the HR aspects to ensure effective change management.
4	To manage all local consultation and negotiations with Trade Unions/Employee Representatives to achieve the organisations aims in the spirit of good employee relations and advising managers at the formal Consultative Forum with Trade Unions for the Service.

5	To coach managers to undertake their employee management roles and to support the development, design and delivery of management training on all aspects of employee relations to ensure that new managers are appropriately trained and that the standard of management is continuously improved across the organisation.
6	To partner with managers to support delivery of their workforce strategy
7	To advise Managers at employee hearings and appeals against dismissal. Work with the organisation's legal advisors to prepare for and provide HR representation at tribunal hearings or other bodies as required, helping to assess the risk
8	To support continuous improvement of the HR service to customers by seeking continuous feedback and professional development opportunities and inputting into the development and review of policies and procedures, working with colleagues and partner organisations across HR (Payroll, Learning and Development, Health and Safety and Policy & Workforce Strategy) to deliver a seamless HR service.
9	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Person Specification

Qualifications, Knowledge, Skills and Experience

Qualifications Required	Subject	Essential/Desirable
Educated to degree-level or equivalent and/or a management qualification. CIPD qualified to Level 7 and either Chartered Membership of CIPD or Evidence of significant continuous professional development	Chartered Membership of CIPD or Evidence of Significant Continuous professional Development	Essential
PRINCE 2 project management or equivalent.	Project Management	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Demonstrable Employment law knowledge.	Employment Law Legislation and Case Law	Essential
Knowledge of customer focus and service delivery approaches.	Organisational knowledge	Essential
Skills:		
Strong Analytical and problem solving skills.	Interpretation of workforce data	Essential
Presentation and training delivery skills.	Training on HR policies and processes at all levels of the organisation	Essential
Strong communication, influencing, mediation and negotiating skills.	Building effective working relationships with colleagues and managers at all levels of the Trust	Essential
Working in an agile, flexible way, capable of utilising technology to deliver business-focused solutions.	Working with Microsoft applications.	Essential
Proficiency in an employee relations environment dealing with a variety of unions on complex issues which include restructuring and TUPE.	Union liaison and negotiation	Essential
Ability to travel effectively across customer and stakeholder sites	Travel to various locations as needed, mainly within Northamptonshire.	Essential

Experience:	.	
Senior substantial post qualification experience of working successfully as a HR professional, providing advice and direction in HR and Employee Relations to Senior Managers and teams in a complex organisation	Employment relations advice and guidance in all aspects of HR policy/procedure,	Essential
A proven track record of leading and implementing initiatives that lead to improvement in HR service delivery.	Examples of projects/initiatives that led to demonstrable service improvement	Essential
Experience of working within multi-disciplinary teams.	Examples of work in teams covering different service areas.	Essential
Experience of using and interpreting HR policies and procedures and use of best practice within employment legislation and conditions of service.	Evidence of knowledge and application of employment legislation.	Essential
Project Management experience undertaking organisational change, experience of matrix management in cross service teams and delivering project outcomes.	Demonstrable experience of supporting on organisational change across teams/service areas.	Essential
Significant experience of working in a unionised environment.	Trade union legislation and consultation	Desirable
Experience of working in a large and complex organisation and advising on professional/skilled services	Large local authority or business setting	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
What DBS Level is required for this post?	
None	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>