

## Senior HR Business Partner Role Profile and Person Specification

### Role Profile

Responsible for the delivery of a comprehensive and professional HR service for line managers and employees. This role advises managers on people management solutions to mitigate risk to the organisation and maintain good employee relations. Working in partnership with managers and other HR professionals, the Senior HR BP drives through organisational change and support continuous improvement to services.

### Main Accountabilities:

#### 1. Customer Focus

Develop a business partner and customer focused relationship with portfolio services, keeping up to date with service priorities, challenges, and initiatives through management meetings. Advise managers within directorate / service portfolios to apply creative solutions within HR frameworks and policies. Identify, assess and mitigate high level risk in relation to people management issues. Understand the political sensitivities of the service areas to challenge and influence managers in the appropriate manner.

#### 2. Change Management

Take the HR lead on identified change management projects including service restructures and TUPE transfers. Take a project management approach to support managers to drive through change to create cost effective structures to achieve business objectives. Ensure structural changes to the organisation are sustainable and support managers to embed structures and cultural changes and deliver an effective service within significant budget constraints.

#### 3. Employee Relations

Provide professional support and guidance to managers on employee relations' issues, taking the lead on complex and high-profile casework. Work in partnership with Trades Unions to develop and maintain effective working relationships with employees and the recognised trade unions.

Act as mediators and facilitators to advise the HR team on strategies for dealing with employee relations' cases at an early stage to avoid complex formal disputes. Support and advise Senior Managers on 1<sup>st</sup> and 2<sup>nd</sup> Stage hearings.

Embed good practice with regards to safeguarding of children and vulnerable adults by advising managers on Customer's disclosures policy and DBS process.

Work with the Legal team to provide HR representation at Employment Tribunals, helping to assess the risk and benefits of possible courses of action to obtain the best outcome for our Customers.

#### **4. Team Development**

Work with the Strategic HR BP and colleagues to deliver a customer focussed and efficient HR Advisory service. Coach other colleagues within the HR team and role model behaviours to ensure performance is well managed and monitored.

#### **5. HR Policies and Strategies**

Work with the HR Workforce, Policy and Projects team to support the roll out of HR policies and delivery of training for managers and employees. Drive performance management within Services by coaching and mentoring managers and employees.

#### **6. Pay and Reward**

Manage and maintain appropriate pay and reward systems. Undertake job evaluation and analysis of posts to facilitate consistency of application and compliance with Customer policies and standards.

Manage the annual Performance Reward payment process, produce and analyse reports for managers in order to identify trends and advise appropriately.

Manage and facilitate progression arrangements for discrete employee groups.

#### **7. Management Information**

Analyse and interpret workforce information for management teams. Highlight trends and patterns and recommend solutions as necessary to meet shortfalls and planned changes whilst ensuring that managers are aware of these.

#### **8. Project Management**

Contribute to projects and programmes advising on the people impact of changes. Lead on and manage specific projects as agreed with the Strategic Business Partner and Assistant Director of HR

#### **9. Organisational Design and Development**

Enable and influence organisational design within directorate / service portfolios, drawing on technical expertise and professional judgement to inform and shape. Work with senior managers to consider operational workforce requirements, liaising with specialist colleagues to ensure that the business area receives the support they need to address these. Develop positive working relationships with the management information team to provide intelligence on the business area in order to support decision making. Regularly research and be alert to what is happening in other areas of the organisation and other partners and any potential impact this may have.

#### **10. Equality, Diversity and Inclusion**

Create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.

## **11. Health and Safety and Risk Management**

Ensure that a safe and healthy working environment is maintained. Ensure that risks are identified and action is taken to reduce these.

### **Person Specification**

The requirements for the HR Business Partner role are outlined below which will be part of the selection.

#### ***Essential Education and Qualifications***

- Educated to degree level or equivalent
- CIPD qualified to current Level 7 or working towards Level 7 or equivalent

#### ***Experience and Knowledge***

- Extensive HR experience with in-depth knowledge and experience of change management initiatives and TUPE transfers
- Experience of handling complex disciplinary, grievance, ill health and redundancy issues
- In depth knowledge of current employment legislation
- Up to date knowledge of current best practice in HR
- Experience of leading and managing projects and /or workstreams within structured project management frameworks
- Ability to influence and challenge across all levels of the organisation
- Experience of managing performance in a large and complex organisation
- Demonstrable experience of and commitment to diversity
- Experience of leading and supporting change management programmes including consultation and negotiation

#### ***Skills and Attributes***

- Ability to communicate effectively both verbally and in writing
- Can design and deliver effective informal and formal presentations to individuals or groups and facilitate workshops and events
- Must be a flexible, highly motivated self-starter, capable of working autonomously and in a team, and highly results focused.
- Ability to motivate and empower team members and achieve high levels of performance and success
- Has the personal qualities and skills that promote open and constructive working relationships with colleagues and managers.
- Confident in the use of Microsoft Windows packages, in particular Word, Excel and PowerPoint.
- Ability to analyse and interpret complex information and offer appropriate professional advice to managers.
- Ability to manage conflicting priorities and pressures through effective decision making.
- Ability to lead a team to ensure that best practice HR solutions are shared and delivered effectively and efficiently to the business, ensuring customer focus is maintained and pragmatic decisions are made where appropriate.
- Uses initiative to plan and complete tasks to meet objectives and targets. Work autonomously and or as part of a team to achieve results.

- Will be responsible for facilitating and supporting business change; must therefore be totally comfortable with, and an advocate of change, especially in driving through the re-positioning of HR as a strategic partner
  - You must have the ability to travel around the County.
- 

***Desirable requirements***

- Project Management Qualification
- Some experience of policy development
- Experience of Trade Union consultation and negotiation
- Knowledge of local government practices

The post will require travel between North Northamptonshire Council Offices as required.