

HR Business Partner Role Profile and Person Specification

This draft job description also contains accountabilities for an apprenticeship/trainee level (targeted at individuals working towards their level 5 CIPD qualification; and employees who do not meet the experience and essential criteria levels for appointment to the full HR Advisor role. Proposal would be to appoint on x1 grade below.

Criteria for movement between grades

- Movement to next level will be considered when the individual has completed their CIPD qualification and has completed one year in this role /or can clearly demonstrate that they are capable of carrying out the additional responsibilities of the full HR BP role.
- Progression to be requested by preparing a written summary of how they have developed sufficient experience and evidence a level of decision making and autonomy, to be submitted to the Strategic HRBP for consideration before submission to the AD, HR Services.
- The Strategic HRBP will be expected to confirm their support or otherwise for the application.

Role Profile

Operating within a business partnering model, HR BP will work with front line managers, providing professional advice and challenge on a full range of employment matters including case management and change programmes. By understanding the services delivered, support managers to assess risk factors and enable them to make sound business led decisions. Be confident to coach and guide managers to develop their people management skills.

Main Accountabilities:

1. Advice and Support

Provide consistent and high-quality advice and guidance on employment matters to managers, developing a range of options and creative solutions within agreed North Northants Council and customer frameworks and policies, and that also take account of employment legislation requirements and business needs.

Providing a range of options with associated risk factors clearly set out, to allow managers to make sound business led decisions, demonstrating professional judgement in the appraisal of those risks

Apprentice Level

As above but case work will be limited to the non-complex, and involvement in change management programmes is focussed on supporting the Business Partner or Senior Business Partner throughout the process.

2. Employee Relations

Support and coach managers throughout their handling of disciplinary, ill health, performance, grievance and redundancy issues and change management programmes, ensuring that all aspects are handled appropriately and promptly within agreed frameworks and policies. Liaison with the trade unions will be an important part of the role to ensure good employee relations are maintained.

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

Apprentice Level

As above but case work will be limited to the non-complex, ensuring that all aspects of the process are fully documented and followed through to conclusion.

3. Change Management

Support change management projects including service restructures and TUPE transfers using a project management approach to coach managers to drive through change. Ensure that structural changes are fully implemented and changes to the hierarchy are completed to maintain the integrity of the system and accurate management information.

Apprentice Level

Support HR colleagues in the preparation and delivery of change management programmes including the redundancy process and provide advice to managers throughout the process. Prepare and maintain accurate information and data to ensure a smooth and timely implementation of changes, including liaising with the HR Transactions Team.

4. Information Management and Analysis

Ensure data held on appropriate systems is accurate and up to date, work with managers to keep records current and reflective of their services. Be responsible for undertaking regular data analysis for an allocated 'portfolio' to ensure, the data is accurate, issues and trends are identified and discussed with managers and suitable action is taken

Apprentice Level

Ensure the regular and accurate maintenance and validation of electronic data, HR systems and data bases. Undertake regular data analysis to ensure that issues and trends are discussed with managers as a basis for performance management and problem resolution.

5. Project Work

Undertake allocated corporate and team-based HR project work, including research where appropriate, to ensure that projects are delivered on time and to agreed objectives and performance standards.

Contribute to the Council's projects and programmes advising on the people impact of changes. Support specific projects as agreed with the Strategic and Senior HR Business Partners.

Apprentice Level

Undertake allocated HR project work and research to ensure that projects are delivered on time and to agreed objectives and performance standards. Contribute to the development and review of HR policy.

6. HR Policies input and Organisational Development

Support the continuous development of the HR service through input into policy development. Deliver training for managers and employees on a full range of HR policies.

Drive performance management within the Council by coaching and mentoring managers.

Apprentice Level

Support the HR Team in the continuous review and improvement of all employment policies by undertaking research to support policy development.

7. Pay and Reward

Support the job evaluation process by advising and challenging managers on job design and analysis, as well as sitting on panels to facilitate consistency of application and compliance with County Council policies and standards.

Apprentice Level

Support the collation of pay data and undertake comparisons in relation to TUPE transfers to complete due diligence as necessary

9. 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.

10. 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 and will be part of any selection process.

Education & Qualifications

Essential

- Educated to A level or equivalent
- CIPD Level 5 qualified / equivalent or working towards level 5 if apprentice

Desirable

- Educated to degree level
- CIPD Level 5 Qualified and working towards level 7 (non apprentice)

Experience and Knowledge

	Essential/Desirable
Knowledge & Experience	
Relevant demonstrable human resources experience	Essential for HRBP but desirable at Assistant/Apprentice Level
Demonstrable ability to support managers in dealing with change management, disciplinary, grievance, ill health and redundancy issues	Essential for HRBP but desirable at Assistant/Apprentice Level

Sound knowledge of employment legislation	Essential for HRBP but desirable at Assistant/Apprentice Level
Understanding of current best practice in HR	Essential
Sound experience of using data effectively to provide useful management information	Essential for HRBP but desirable at Assistant/Apprentice Level
Understanding of the role of Trade Unions	Essential for HRBP but desirable at Assistant/Apprentice Level

Skills & Attributes

	Essential/Desirable
Skills & Attributes	
Ability to communicate effectively both verbally and in writing.	Essential
Shows an understanding of customer's needs and takes appropriate timely action to meet their requirements with tenacity.	Essential
Ability to influence managers to consider options and advise in a risk preferring manner.	Essential
Is able to work effectively in changing work environments and in the face of conflicting priorities.	Essential
Ability and confidence to be self-reliant and work from varying locations without heavy reliance on supervision.	Essential
Recognises individual responsibility to contribute to the effective working of the team.	Essential
Uses own initiative to plan and complete tasks to meet deadlines and targets.	Essential
Demonstrates careful attention to detail and ability to check all work for accuracy and quality standards	Essential
Ability to understand complex issues and make clear decisions	Essential
Able to use available technology to work flexibly and effectively.	Essential
Safeguarding	
<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>	

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