

RESOURCES DIRECTORATE

JOB DESCRIPTION

Date issued: March 2023

Job Title:	HR Business Partner
Service/Unit Area:	Human Resources
Grade:	8
Responsible to:	HR Operations Manager
Responsible for:	None
Contacts:	Contact with staff and managers at all levels, colleagues in HR, as well as external agencies, and HR contacts in other organisations.

Job Summary:

To provide proactive HR advice and support to managers and employees on policy, employee relations and employment legislation. To provide proactive performance focused HR support to the council's service areas.

Key Responsibilities:

1 Principal Responsibilities

- Provide advice and support to managers and employees on operating the Council's HR policies to ensure fairness and consistency.
- To provide recruitment advice to managers including assisting in the creation of job descriptions and person specifications, preparation of adverts and advising on appropriate selection methods.
- To meet regularly with managers to discuss HR issues e.g. workforce planning, learning and development plans, absence management, performance, recruitment to ensure a proactive HR service is provided.
- Attend the meetings as required to ensure that HR has a proactive role in understanding the issues and projects that may have an impact on employees.
- To work alongside trade unions and staff consultation forum to ensure consultation opportunities are maximised and staff are kept involved and informed.
- Support the effective control of employee absence within the Council, providing advice to managers on operating the short term and long-term absence procedures, and making effective referrals to Occupational Health.

- Develop new and review existing HR policies in line with review dates, consulting with stakeholders (such as Trade Unions) to ensure they are up to date and effective.
- To work with L&EE colleagues to support the design and delivery of training for managers and staff as required relating to new or changed policies and procedures to ensure consistent application across the council e.g. Recruitment and Selection
- To coach managers on the application of policy and provide support and guidance on employee relations case work e.g. Managing Misconduct, Improving Performance.
- To explain to employees their employment rights e.g. maternity benefits, flexible working requests, early severance.
- Ensure that the Council's reward policies are effectively utilised, particularly the retirement and long service recognition to improve recruitment and retention.
- To respond to Freedom of Information and survey requests in an appropriate, accurate and timely manner.
- To obtain and analyse data from HR systems to identify trends, issues and support interventions e.g. recruitment data, pensions data, equal pay, equalities figures, turnover rates, absence management reports and payroll reports.
- To work as part of the Human Resources team to ensure a high-quality, cost-effective service to the Council.
- To contribute to delivery of the HR Service Plan and People Strategy

2 Staff Management

- To provide support and guidance to the Assistant HR Business Partner and HR Support Officer.

3 Service Management

- To review and develop the services for which the postholder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of Best Value.
- To ensure the service meets the Council's Customer First Standards.
- To actively promote the service in order to raise the profile of the Council and demonstrate its value to residents and customers.

4 Financial Responsibilities

- To work within the Council's Standing Orders for Contracts and Financial Regulations.

5 Other Responsibilities

- To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.
- To comply with all relevant legislation to ensure effectiveness in the role.

- To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
- To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording, and manipulating data and to have regard to guidance issued by the Council in connection with data management
- The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors and members of the public
- To be aware of and work in accordance with the Council's safeguarding policies and procedures in order to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

Signed..... Manager Date.....

Signed..... Employee Date.....