



Job Description

Service:	Resources
Job title:	Human Resources Business Partner
Grade:	G
Hours of work:	37
Responsible to:	Strategic Human Resources Manager
Responsible for	
Direct reports:	None
Indirect reports:	Works as part of HR team to coach and mentor other HRBP, Advisors and Assistants
Budget:	None

Purpose of Post:

To provide a high quality, comprehensive and professional Human Resource advice and support service to assist management and employees in meeting the needs of the corporate objectives. This is through offering advice and commercial guidance on the application of employment legislation, policy and procedure, modernisation of services and the management of change. Focus to employee relations and reaching a resolution to issues, which benefit the organisation, but take a person-centred approach.

Key Deliverables:

1. To provide a professional dedicated Human Resources advisory service to all customers internal and external. Supporting the delivery of the HR Strategy at all levels in the organisation including developing the people management capability of line managers.
2. To provide expert and professional advice on Human Resources issues and support managers on a range of employee relations casework, including investigations; disciplinary, grievance, capability and appeals, using a problem-solving approach.
3. To develop and maintain collaborative and productive relationships with service areas, colleagues and representatives, establishing professional credibility. Support the HR Managers in the provision of strategic HR advice to Corporate Management Team as appropriate.
4. Leading organisational change, advising and supporting managers on restructuring their services, including support with consultation, redundancy and redeployment in accordance with policy and employment legislation. Supporting TUPE transfers.
5. Promoting diversity at all levels of the organisation through policy development, fair and consistent practical implementation.
6. To pro-actively identify problematic areas within services that require support, development and creative solutions and work with the business and HR team to implement this.
7. Facilitating and/or coaching colleagues to enable them to carry out the management of casework and general development. To work flexibly and collaboratively with other colleagues pro-actively identifying areas for service improvement.
8. To build on own knowledge and experience, keeping abreast of developments in employment legislation and case law and to be pro-active in ensuring managers are appropriately briefed on relevant changes in new legislation.
9. To undertake Job Evaluation and moderation.
10. To undertake or lead on project work and policy development and review work.
11. To provide and analyse workforce data, to identify trends, issues and areas of performance.


12. To represent the HR team at internal and external meetings, including facilitating briefings to managers or bitesize ER related development.
14. To work with colleagues to maintain an accurate employee establishment and maintain employment records
15. To deputise for the HR Manager when required.
16. To be accountable for your own workload (including admin for HR related work), diary management and prioritisation
17. Attend team meetings and organisational briefings, to understand wider priorities and support delivery as needed.

The post holder may, from time to time, be required to carry out other duties provided they are within the general level of responsibility of the duties set out above and within the abilities of the post holder, including responsibility to support wider HR team to enable delivery of team objectives.

<p>Knowledge and Qualifications</p>	<p>Essential:</p> <p>Degree or equivalent experience and professional registration - CIPD graduate is preferable</p> <p>Knowledge of current employment legislation.</p> <p>Knowledge of HR best practice in the following areas:</p> <ul style="list-style-type: none"> • Recruitment and retention • Employee relations/employment law • Discipline and grievance • Absence management • Performance Management • Change Management including redundancy <p>Desirable: TUPE</p>
<p>Experience</p>	<p>Essential:</p> <p>Experience of working in a HR generalist environment including the following areas:</p> <ul style="list-style-type: none"> • Employee relations/employment law • Discipline and grievance investigation and hearings • Absence management • Performance Management • Change Management including redundancy • Liaising and negotiating with representatives <p>Experience of in-house HR and Payroll IT and database systems.</p> <p>Experience of carrying out formal meetings with Managers and Employees.</p> <p>Experience of analysing and presenting information.</p>

	<p>Attending management meetings.</p> <p>Experience of developing, implementing and monitoring policies and procedures.</p> <p>Desirable:</p> <p>Experience of workforce planning and organisational design</p>
<p>Skills and Abilities</p>	<p>Essential:</p> <p>Ability to deal with complex issues and the decision making involved in this.</p> <p>Ability to negotiate and influence and challenge at all levels.</p> <p>Knowledge of and ability to manipulate data within Microsoft suite of applications.</p> <p>Ability to communicate effectively, build rapport and discuss HR related matters at all levels including Senior Management and Managing Director.</p> <p>Ability to maintain a confidential and professional attitude to all aspects of the post.</p> <p>Ability to enable line managers to achieve policy compliance whilst working in a busy and challenging environment.</p> <p>High level of oral/written communication skills.</p> <p>Ability to produce accurate and legible written material, plans and reports to meet deadlines.</p> <p>Ability to organise and prioritise own workload to meet job requirements and comfortable at juggling priorities. Able to identify what requires urgent action and the impact of not prioritising this for HDC and the individual.</p>

	<p>Ability to apply and interpret procedures and policies effectively in the context of the individual case and the business need, assessing the impact and risk to the organisation and individual.</p> <p>Desirable:</p> <p>Experience of Midland ITrent</p>
<p>Decision Making and Impact on Others</p>	<p>Able to recommend appropriate courses of action on employee development/Employee relation issues, taking accountability for casework allocated to you.</p> <p>Ability to respond to enquiries and provide pro-active responses.</p> <p>Integrity and respect for confidentiality.</p>
<p>Communication with Internal and External Customers</p>	<p>Predominantly internal with existing employees</p> <p>Internal customer contact 90% External customer contact 10%</p>
<p>Personal Attributes and Other Requirements</p>	<p>To lead on the application of employment legislation across a range of complex scenarios and enable positive outcomes</p> <p>To seek assistance and/or refer any items outside own area of competence.</p> <p>Commitment to service delivery and continuous improvement and strives to deliver the best experience for customers.</p> <p>Understands the positive impact their role can have on employee's wellbeing, even through challenging scenarios.</p>

<p>HDC values</p>  <p>icare</p>	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.