

| <b>Title</b><br><b>HR Business Partner Grade 5</b>   | <b>Department</b><br><b>Resources</b>   | <b>Post Ref.</b> |
|--|---|------------------|
| <b>Job Purpose</b><br>To optimise the performance and impact of service delivery through the provision of professional HR advice regarding effective people management and workforce strategy.   |   |                  |
| <b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To assist with the provision of support and advice to managers in respect of the range of complex employee relations casework and associated activity in accordance with agreed protocols,</li> <li>2. To attend and contribute to internal HR and cross service working groups, forums and external meetings as required.</li> <li>3. To undertake HR related research including interpreting and presenting case law and HR data to support the development and review of policies and procedures.</li> <li>4. To monitor and communicate employment law and best practice developments both to colleagues within the service and to managers / school leaders / governors and to provide employment law advice as appropriate.</li> <li>5. To provide direct and bespoke support, advice and guidance with the preparation of statements of case relevant to the case and attend appropriate hearings and related meetings as required to provide procedural advice in line with best practice.</li> <li>6. To take ownership and responsibility in undertaking absence and other case work including providing advice and guidance to managers, schools and staff, and liaison with the Occupational Health Unit.</li> </ol> | <b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To undertake and provide support for a range of training, casework and associated activities</li> <li>2. To collate, interpret, present and distribute HR Service information and data</li> <li>3. To give advice and guidance as the first point of contact</li> <li>4. To support HR policy development and implementation</li> </ol> |                  |

7. To provide advice on HR policy and procedure, employment law, terms and conditions of service to managers, school leaders/ governors and employees as the initial point of contact.
8. Collating and presenting HR data to support the development and review of policies and procedures.
9. Disseminating HR data and guidance and arranging the distribution of corporate employee communications at departmental level.
10. Provide effective support within the team to training activities and to the improvement of the HR Service offer.

**The post holder will perform any duty or task that is appropriate for the role described**

Tier 7 – Experienced / Professional Staff

## ***Person Specification***

### ***Education and Knowledge***

5. Mathematics and English GCSE (Grade C or above) or equivalent.
6. Relevant HR qualification or working towards Assoc CIPD or equivalent
7. Commitment to ongoing personal and professional development
8. Ability to demonstrate growing competency in dealing with a range of increasingly complex HR related issues(as a minimum attendance management cases) through all stages to dismissal .
9. Understanding of key employment legislation and case law.
10. An understanding of safeguarding principles and implications for HR work.
11. An understanding of health and safety issues in the workplace.

### ***Experience***

1. A minimum of 2 years experience in providing HR support and advice to managers on the effective application of HR policies and procedures
2. Experience of delivering HR services within a large complex organisation, preferably local government/public sector.
3. Experience of giving consistent and accurate advice on HR policy and procedure.

### ***Personal skills and general competencies***

12. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
13. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. Ability to gain the respect and confidence of customers.
14. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
15. Ability to meet agreed objectives and delivery targets by the effective use of resources.
16. Sound numeracy skills including the ability to undertake research and analyse statistical data using key Microsoft Office applications.
17. A flexible approach to work and to supporting others.
18. Personal resilience, adaptability and responsiveness to change.

### ***Role Dimensions***

Tier 7 – Experienced / Professional Staff

- 19. Ability to travel to locations across the county
- 20. Access to transport with notice
- 21. No direct financial responsibility
- 22. Postholder will need to work flexibly including out of hours and remote working when necessary.

*Please attach a structure chart*

Date July 2017