



JOB DESCRIPTION

Job Title	HR Business Partner
Department	People and HR
Grade	E
Location	
Responsible to	Senior HRBP
Responsible for	

Purpose of Post

To support the HR Business Partnering team in the provision of a pro-active and effective business partnering service across designated functions, in collaboration with the wider team and under the direction of the senior HR Business Partners.

To provide a consistent approach to the full suite of people issues and initiatives, providing advice, guidance and support for key stakeholders demonstrating a good understanding of the breadth and depth of specific service/departmental requirements, providing coaching opportunities where appropriate to improve people management capability.

To coach managers in effective people management initiatives.

Main Duties & Responsibilities

Partnership working

1. To work collaboratively with a designated service/department to understand wider plans and direction of travel to prepare support with all people related initiatives.
2. To actively engage in discussion with stakeholders to understand approach to their departmental strategy and will assist in people planning that supports the wider HR strategy.
3. To seek out ways to improve people management processes and engage key stakeholders in forward thinking strategies.

Policy

4. Under the direction of the senior HRBP may assist with policy creation including research and writing content
5. To sense check policy drafts from the wider HR team and evaluate the wider implications and dissemination and implementation of new or adjusted policies.
6. To respond to general HR queries on policy interpretation and manage the resolution of issues at the earliest possible stage. Shares discussion with HRA's to facilitate learning opportunities.
7. To provide general policy advice and guidance and be able to translate legal context to stakeholders to agree a resolution on an issue.
8. To share learning outcomes from policy issues where there is no clear precedent.

Workforce Planning

9. Work with the management team for your assigned department, to map all aspects of their workforce planning including resourcing, and development of staff to meet current and future staffing needs. Keep up to date with structural changes in assigned and responsible departments, so that a corporate overview can be maintained, to inform corporate planning.
10. Take responsibility for workforce data analysis for a designated department and to work with the management team on the interpretation of this data to inform action plans, succession planning and skills gaps resource allocation. Produce and deliver comprehensive management reports across responsible departments, detailing the findings.

Project Management

11. To assist and support in the completion of new projects as designated by the senior HRBP's or in some instances the Director of HR Business Partnering and be able to create project plans and timetables for delivery in support of project completion.

Employee Relations

12. To adopt an open, consultative approach, sharing with the wider team where appropriate to provide learning opportunities.
13. To organise data and information to support advice given and to assist appropriate resolution of issues so that team members can easily access information relating to a case.
14. To personally manage initial point of contact for more complex issues and works collaboratively to agree resolution and key actions involving the wider team where appropriate.
15. Oversee reporting and that any relevant timetables are met.
16. To provide employee-relations support to managers within any departments assigned, ensuring that local practices across the HR function accord with legal, policy, service, and organisational requirements.
17. To share updates on case resolution and be able to contribute and discuss at reflective practice sessions.

18. To support the resolution of a case up to and including dismissal under the guidance of the senior HRBP's.

Reward

19. To coach managers and support in the production relevant and coherent job documentation that aligns with other jobs within structures and advise on grading implications for these.
20. Provides general advice on the interpretation of reward policies and processes and resolves queries with key stakeholders.
21. To provide and share learning outcomes from reward related queries and assess and evaluate the impact.

Talent & OD

22. Identifies, suggests ideas for and helps to source Talent & OD support and interventions in response to operational or performance difficulties within designated departments.
23. To share success stories from such interventions, ensure knowledge is disseminated within the wider team and work with the senior HRBP in mapping out Talent & OD needs for key stakeholders and departments.

Change management.

24. Seeks to understand direction of travel on all change programmes displaying partnership working within designated areas to both understand and disseminate feedback to ensure continuous improvement can be made to both process and concept.
25. Gathers and interprets feedback, issues of concern, and intervenes on more complex change programmes escalating as needed to the Senior HRBP.
26. Shares learning and experience for the benefit of the team.

Communication

27. Provides detailed written and oral advice, guidance and clarification on policies and processes to staff, managers, and other non-HR-specialist staff.
28. Writes letters on employment/HR matters, contract variations and other contractual documents with precision and accuracy.
29. Produces case reports and other relevant paperwork arising from cases management including all relevant facts and information.

Recruitment

30. Advises on recruitment process to be followed for a particular campaign and resolves questions and queries related to this.
31. Escalates complex problem issues related to recruitment panels.
32. Ensures EDI measures and metrics are collated.



PERSON SPECIFICATION	
Job Title	HR Business Partner
Department	People and Human Resources
Grade	E
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Qualified to CIPD level 3 and working towards or ideally achieved level 5, or significant demonstrable experience working at HRBP level, autonomously and as part of a team.
- Excellent written communication skills with the ability to provide clear and accurate written advice to managers, including Senior Management.
- Extensive experience of advising managers, including senior management teams, on all aspects of HR policy and procedures.
- Experience of following clear and comprehensive organisational policies and processes and providing guidance and support in relation to their application. Excellent verbal communication skills with the ability to effectively explain employment related matters to non-HR staff in a concise and understandable way.

Experience Required

A good and up to date knowledge of employment legislation, recent case law affecting HR and an understanding of the specific requirements of HR in the public sector.

Technical Skills & Knowledge

Minimum Associate Level CIPD or equivalent breadth of knowledge and skill to this level plus experience working at this level.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.