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**NORTH EAST REGIONAL EMPLOYERS’ ORGANISATION**

**Job Description**

**Job Title**: HR Business Partner

**Salary**: £28,000 - £35,000 per annum

**Reporting to**: The Director

**Main Purpose**: To provide HR support and advice to member organisations both directly, acting as an HR consultant, and by managing support provided by NEREO's Associates

**Main Duties**:

1. Provide expert advice and support to member organisations and other customers on a wide range of HR-related topics including:
* pay and grading reviews
* organisational reviews
* disciplinary/grievance investigations
* recruitment
* HR policy reviews
* management of redundancy and/or TUPE related matters
* mediation
* coaching
1. Assist the Director in managing the provision of support to member organisations and customers provided by NEREO's Associates, including contract negotiation and customer relationship management
2. Provide support to NEREO's Lead Officer on "Business Process Improvement" type activities
3. Meet personal "targets" in terms of income generation and quality/standards of service delivery
4. Manage regional "Networks" as required which may include the Education and Housing HR Groups and the Payroll Group
5. With the Director, support the work of the Local Government Association in the region as appropriate
6. Support the Director in his role representing the region at regional, national and European levels
7. Present reports to the NEREO Executive Committee and Full meetings and provide briefings/advice to Elected Members as required.
8. Support the Digital Services Manager in the provision of NEREO's digital services to member organisations and customers, including the regional recruitment portals and "on-line" DBS service
9. Develop existing and new relationships with member organisations and other customers to help develop NEREO's services
10. Be responsible for own professional and personal development keeping up-to-date with current practices and employment legislation
11. Be prepared to undertake whatever professional development that is required to fulfil the full range of duties of the post
12. Develop and deliver training materials, presentations and workshops as required in relation to specialist and generalist subjects
13. Comply with all relevant Health and Safety requirements/regulations
14. Comply with NEREO's confidentiality and information/data security policies at all times

15. Any other such duties that are appropriate within the broad remit of the role and grade of the post

**September 2017**