



Job Description Assistant HR Business Partner

Document Owner:
Head of Group HR Services

Document No: CCH-JD-
HOAHRBP

Version No	Revision Date	Reason for Revision
003	3 June 2016	Company wide restructure

Directorate: Corporate Services	Grade: Band E
Division Human Resources	Job Evaluation Number C2568
Reports To: Senior HR Business Partner	Responsible For: N/A

Job Purpose:

1. Work as part of a HR team delivering high quality HR services to the Group
2. Support the work of HRBPs enabling them to provide strategic and operational HR business partnering to managers
3. Provide advice and guidance to HR Administrators, ensuring an effective transactional service
4. Support the maintenance and development of the HR data system
5. Co-ordinate data collation for reporting against KPIs and action plans
6. Provide support for HR projects or lead on specific small HR projects to support the achievement of strategic objectives

Main Duties and Key Result Areas:

1. Provide support for HRBP case work and take on specific cases as directed by the HRBPs. Case work will normally include absence management but may also include, capability, disciplinary, grievance, redundancy. Liaise with external partners such as Occupational Health, physiotherapy, staff support services etc. where appropriate.
2. Provide guidance to HR Administrators, ensuring an effective transactional service. This may include supervision and work allocation from time to time.
3. Support processes aimed at identifying and recording learning & development needs.
4. Provide support for all recruitment processes.
5. Support the development of initiatives to improve and maintain the reputation of the Company as an employer of choice, e.g. provision of apprenticeships, school/college links.
6. Utilise, develop and roll out HR electronic systems to maintain security of HR data and ensure centralised reportable data to aid management decision making.

7. Provide support for the achievement of appropriate accreditations
8. Support team colleagues with workloads to ensure a high quality service is delivered by the whole team at all times.
9. Provide first line advice to employees and line managers on people matters, in line with policies and procedures.
10. Co-ordinate the collation of HR data for quarterly KPIs, quarterly and annual HR reports to Board and senior managers, and for monthly managers meetings. This will include running reports from the HR data system.
11. Assist with the development of procedures, and develop supporting work instructions to ensure a consistent approach.
12. Maintain appropriate and agreed records of all activities to enable other members of the team to pick up work in your absence, and to ensure effective tracking of performance against company and HR specific KPIs and action plans.
13. Keep the Senior HRBP informed of progress and potential barriers to progress at all times.
14. Work towards the achievement of HR actions plans, supporting specific projects as agreed.
15. Ensure compliance with governance and audit standards.
16. Support the analysis of HR records, statistics and trends to inform management decision making.
17. Promote excellence in people practices at all times, ensuring consistency of application.
18. Support the delivery and evaluation of management and leadership development programmes.
19. Support the implementation and promotion of mechanisms to measure and review employee performance (e.g. pathways).
20. Support initiatives to improve and maintain employee engagement.
21. Assist with job evaluation and / or benchmarking of all roles where required.
22. Ensure knowledge of HR practices are up to date, including employment legislation and its application, best practice, trends, ideas and developments in HR
23. Assist with the management, maintenance and upgrading of the HR data system, liaising with the supplier where appropriate.
24. Ensure value for money in all aspects of delivery of the role, identifying and exploring opportunities for efficiency and service improvement.
25. Take responsibility for specific small scale projects and initiatives to support the achievement of Company strategies, and HR / company-wide service plans.
26. Under the supervision of the Senior HR Business Partner take a lead role in one or more of the following strands of HR delivery: wellbeing and engagement, transactional work including line management of HR Administrators, management (including maintenance and updating) of the HR data system, learning & development, performance or absence management.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.



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Dimensions:

Management Responsibility

There is no management responsibility

Finance

Accounting for expenditure for a small amount

Resources

There is no responsibility for resources

Environment:

ALL employees will be expected to:-

- Live the company values being fair, forward-thinking, accountable, customer focussed, open, transparent, proud and passionate, so that the highest standards of customer care can be achieved.
- Be committed to diversity and inclusion of all, promote value for money, efficient services through the removal of system waste, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences

Managers of other staff will also be required to:-

- To be responsible and accountable for ensuring compliance with the adopted Code of Conduct and the associated policies and procedures.
- To be responsible and accountable for identifying the risks and implications associated with the requirements of the role and take appropriate action to mitigate potential consequences
- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that staff attend identified training.
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Ensure compliance with Health & Safety legislation, policy and procedures; for example, completion of Risk Assessments/ Method Statements and Accident Investigations, ensure the correct number of First Aiders are in the team and

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promote compliance with mandatory training requirements.

- Effectively manage physical, human and financial resources allocated as your responsibility.

Signed: Date:

Print Name:

Person Specification Assistant HR Business Partner

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Head of Human Resources & Organisational
Development

Document No: HROD-JD-HOTHRBP

Attribute	Detail	Criteria		How Identified				
		Essential	Desirable	Application Form	Interview	References	Test	Score
Skills/Abilities	Able to deliver training / awareness sessions to managers / employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good communication and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to support budget monitoring process	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Computer Literate, numerate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Capable of making and sustaining good working relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to interpret policy and procedure to provide clear and consistent advice on a range of HR matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Able to pick up new concepts quickly and apply them to a variety of situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge	Knowledge of current HR legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience	Experience of undertaking research and developing initiatives under guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recent experience working in a HR environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Experience of applying policies and advising on the adaptation of HR policies / procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications	Good standard of general education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CIPD level 3 qualification or equivalent HR qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Current Associate member of CIPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CIPD level 5 qualification or equivalent HR qualification or willing to work towards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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	Flexible and open to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Professional and customer orientated approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective team worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to inclusion, equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Aligned to the aims and values of the Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Committed to Personal and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Proactive and committed to continuous improvement in service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	