



## Job Description Assistant HR Business Partner

Document Owner:  
Head of Group HR Services

Document No: CCH-JD-  
HOAHRBP

|  |                                       |
|--|---------------------------------------|
| <b>Directorate:</b><br>Corporate Services        | <b>Grade:</b><br>Band E               |
| <b>Division</b><br>Human Resources               | <b>Job Evaluation Number</b><br>C2568 |
| <b>Reports To:</b><br>Senior HR Business Partner | <b>Responsible For:</b><br>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. Assist with the development of procedures, and develop supporting work instructions to ensure a consistent approach.
4. Support processes aimed at identifying and recording learning & development



needs.

5. Provide support for all recruitment processes.
6. Support the development and roll out of HR electronic systems to maintain security of HR data and ensuring centralised reportable data to aid management decision making.
7. Run reports from the HR data system and other records to inform management decision making. This will include co-ordinating the collation of HR data for quarterly KPIs, quarterly and annual HR reports to Board and senior managers, and for monthly managers' meetings.
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. 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.
11. Keep the Senior HRBP informed of progress and potential barriers to progress at all times.
12. Work towards the achievement of HR actions plans, supporting specific projects as agreed, such as achievement of accreditations, delivery and evaluation of management development programmes, initiatives to support employee engagement, appraisal (pathways), job evaluation or benchmarking.
13. Take responsibility for specific small scale projects and initiatives to support the achievement of Company strategies, and HR / company-wide service plans.
14. Help to ensure compliance with governance and audit standards.
15. Promote excellence in people practices at all times, ensuring consistency of application.
16. Ensure knowledge of HR practices are up to date, including employment legislation and its application, best practice, trends, ideas and developments in HR
17. Assist with the management, maintenance and upgrading of the HR data system, liaising with the supplier where appropriate.



18. Ensure value for money in all aspects of delivery of the role, identifying and exploring opportunities for efficiency and service improvement.

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.

#### **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.





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- 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

Signed: ..... Date: .....

Print Name: .....

| Version No | Revision Date | Reason for Revision  |
|------------|---------------|--|
| 004        | 26 Feb 2018   | Revised for recruitment – person specification amended and main duties condensed |



## Person Specification Assistant HR Business Partner

Document Owner:  
Head of Human Resources &  
Organisational Development

Document No: HROD-JD-HOTHRBP

| Attribute                     | Detail   | Criteria                            |                                     |
|-------------------------------|--|-------------------------------------|-------------------------------------|
|                               |  | Essential                           | Desirable                           |
| <b>Skills &amp; Abilities</b> | Excellent organisation skills with the ability to effectively prioritise tasks.                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Good communication and interpersonal skills  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Good IT skills: word incl mail merge, excel incl formulas, formatting, data manipulation               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Capable of making and sustaining good working relationships.   | <input checked="" 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"/>            |
|                               | Able to pick up new concepts quickly and apply them to a variety of situations                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Knowledge</b>              | Knowledge of current HR legislation  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Experience</b>             | Experience of undertaking research and developing initiatives under guidance                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|                               | Recent experience working in a HR environment  | <input checked="" 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"/> |
|                               | Experience of using an electronic HR system – to input, store and retrieve appropriate data            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Qualifications</b>         | 5 GCSE's or equivalent including Literacy and Numeracy   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | CIPD level 3 qualification or equivalent HR qualification  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Current Associate member of CIPD   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|                               | CIPD level 5 qualification or equivalent HR qualification or willing to work towards                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Attributes</b>             | Flexible and open to change  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Professional and customer orientated approach  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Effective team worker  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Committed to inclusion, equality and diversity   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Aligned to the aims and values of the Company  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Committed to Personal and Professional Development   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                               | Proactive and committed to continuous improvement in service delivery                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |