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| County Durham and DarlingtonFire and Rescue ServiceJob Description | |
| **Job title:** | People Business Partner |
| **Directorate:** | Service Support |
| **Responsible to:** | People and Organisational Development Manager |
| **Location:** | County Durham and Darlington Fire Rescue Service |
| **Purpose of the job:**  To be responsible for providing end-to- end people related support, taking a lead role in implementing the people strategy to drive business performance. Partnering closely with the Senior Leadership Team (SLT) and Senior Management Team (SMT), you will be responsible for aligning people related initiatives with business objectives and requirements, with a focus on attracting, developing and retaining top talent and lifting capability and performance of our workforce. | |
| **Context of the role:**   * County Durham and Darlington Fire and Rescue Service are working to protect and improve our Communities. * The post-holder operates within a framework provided by the Service’s plans, policies and procedures and financial regulations. * The Service expects the highest standard of communication and conduct from all staff. Respect for confidentiality is essential. There is an increased expectation from the P&OD team to maintain confidentiality in all aspects of carrying out their role as well as being an excellent role model for all staff and managers. * All personnel are expected to participate positively in the appraisal process, to undertake relevant training and development activities to improve their work performance and to contribute to the training and development of others. * The post-holder will be expected to promote the Service’s policy of equality, diversity and inclusion, both within the Service and externally in order to demonstrate commitment to anti discriminatory practice in all of the Service’s activities. * The post holder will be expected to practice and promote the health and safety policies of the Service. To contribute to the development and progression of health and safety within the sphere of responsibility of this role for all employees and Service recipients. | |

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| Key responsibilities and duties | |
| 1 | To play a critical role in supporting the Service leadership team (SLT) and Service Management team (SMT) in setting and delivering the businesses objectives by building strong relationships, supporting them and acting as a critical friend. |
| 2 | To deliver any OD and change management strategies, processes and interventions that support the Services ambition to be a high performing organisation and link to the outcomes of the culture survey and making improvements by taking ownership of an integrated people strategy that intrinsically supports the delivery of the Services strategic objectives. |
| 3 | Providing organisational development, change management expertise and a value-adding partnership to the organisation and diagnose critical issues preventing or blocking the Service achieving their aims/strategic objectives. Regular reports will be given to the relevant committees. |
| 4 | Establish a deep understanding of all of the Services strategies, goals and objectives and consults, influences and supports SMT members in delivering key strategic change initiatives. |
| 5 | Provide coaching, skills transfer and identification of appropriate training interventions to promote confidence and capability in our people managers in line with the Service’s People strategy |
| 6 | Supports the development of a high-performance culture with strong levels of engagement, utilising a broad and effective suite of tools. |
| 7 | Support the development and implementation of resource plans (workforce planning/staffing) so they are aligned to Service objectives and cultural change plans and ensuring there is a suitable evaluation process in place to monitor effectiveness. |
| 8 | Have ownership for the talent agenda by:   * Establishing mechanisms to identify talent gaps, high potential talent and development needs. * Initiate plans, from recruitment to development, to address talent management priorities and ensure a culture that places talent at its core. * Work with managers to establish robust succession plans |
| 9 | Building constructive relationships across the business and providing regular feedback and advice to management teams, helping create a culture of teamwork and continuous improvement. |
| 10 | Interpret, coach and guide people managers in the application of the Services people management policies and practices to ensure fair, consistent application in line with policy, legislative requirements and organisational culture ensuring effective governance, legal compliance and mitigating all aspects of associated risk. |
| 11 | Advise & coach people managers on the full spectrum of employee relations issues, including but not restricted to disciplinary, grievance, sickness absence and complex people management issues. |
| 12 | Leads the design and delivery of business-critical projects and interventions aligned to the people strategy and service transformation program. |
| 13 | Anticipate, identify and act on any people related trends, issues and developments, both internally and externally so that they can be effectively planned for and managed effectively. |
| 14 | To cover for the People and OD manager as and when required. |
| 15 | The areas of responsibility associated with a particular post may be amended from time to time, and where possible, consultation will take place prior to the change. It is expected that the postholder will operate flexibly in any location and undertake any other tasks and projects which could reasonably be expected of someone holding this grade, including assisting other sections as required, commensurate with the grade or of a lower grade. |

Signed by employee

Employee’s name Date

Signed by line manager

Line manager's name Date

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| **County Durham and Darlington**  **Fire and Rescue Service**  **Conditions Of Employment Summary**  **People Business Partner** | |
| **Employed under:** | National Joint Council for Local Government Services |
| **Grade:** | Grade 10  Spinal Column Points 33-36 |
| **Current salary range:** **(w.e.f. 1 April 2020)** | £36,922 - £39,880 per annum |
| **Salary payment:** | You will be paid on the last working day of each calendar month, directly into a specified bank or building society account. |
| **Hours of work:** | 18.5 hours per week. Details of hours and days of worked to be discussed with successful applicant. The actual pattern of working will be set with the Line Manager. Occasional working beyond normal office hours will be required and this will be compensated by appropriate payment or time off. |
| **Annual leave:** | The annual leave year runs from 1 April to 31 March. Entitlement will be 26 working days (pro rata) per full leave year, rising to 31 days (pro rata) after five years continuous service. Statutory Bank Holidays are additional to these entitlements. |
| **Probationary period:** | 6 months |
| **Contract status:** | Permanent |
| **Notice period required from employee:** | Three months’ notice in writing |
| **Pension scheme:** | The postholder will be automatically enrolled into the Occupational Pension Scheme. |
| **Sickness payments:** | Dependent on length of Service, up to a maximum of 6 months full pay and 6 months half pay. |
| **Allowances:** | Not applicable |

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| County Durham and Darlington Fire and Rescue Service **Person Specification**  **People Business Partner** | | | | | | | | | | | |
|  | | Essential | | How Measured | Desirable | | | | | How Measured | |
| **Qualifications/**  **Attainments** | | 1. CIPD qualified (Level 5) 2. Relevant degree or equivalent professional qualification in HR/OD or Leadership and Management 3. MCIPD or FCIPD qualified 4. Accredited award in Coaching and/or Action learning 5. Current full driving licence | | * Application Form/Certificates | * Degree level qualification within relevant subject area * Occupational Testing Qualification * Master NLP practitioner qualification * i3 real coach qualification | | | | | * Application Form/Certificate | |
| **Work Experience** | | * Extensive experience operating in a people related (HR / OD) function. * Considerable experience in the design and delivery of organisation wide change management programmes * Able to demonstrate up to date knowledge of theory and good practice in key areas: - Organisation development particularly around change management, developing organisational culture, management development and talent management. * Skilled and experienced in the application of OD models which deliver high quality team interventions resulting in high performing teams * Track record in delivering successful OD projects and supporting major organisational change; influencing, building and sustaining relationships in order to achieve results | | * Application Form/Interview/References | * Experience in Local Government or other public sector organisation * Experience of undertaking job evaluation | | | | | * Application Form/Interview References | |
| **Knowledge/ Skills** | * Strategic thinking, planning and analysis skills, with the ability to develop creative solutions to support the management of change * Excellent influencing and interpersonal skills with people at all levels, internally and externally. * Strong written and oral communication skills, including presentation skills. * Strong coaching/mentoring skills. * Effective planning and project management skills with the ability to set and work to deadlines. * The ability to engage, conduct diagnosis, analyse findings, generate options and build commitment to solutions. * Excellent group facilitation skills and presenting skills at all levels of an organisation * IT Literate, with good knowledge of Microsoft Word, Excel and PowerPoint | | * Application Form Interview/References | | | * Knowledge of business transformation and process improvement tools and techniques * Ability to facilitate excellent training/development interventions * Assessment and/or development centre design and appropriate tools and techniques used within them | | * Interview/References | | |
| **Personal Qualities** | * Presence and credibility to work with all leaders across the service * Highly organised and able to manage a broad portfolio of activities * Evidence of strong customer focus, with the ability to create excellent working relationships at all levels * Flexible, adaptable and comfortable with ambiguity. * Negotiating, influencing and holding to account. * Pragmatic and solution-oriented. * Committed to high standards and continuous improvement. * Ability to move between big picture and detail. | | * Interview / References | | |  | |  | | |
| **Expected behaviours** | | Demonstrate ability to:   * Approach challenges with:   Flexibility, enthusiasm, motivation, passion, determination and resilience   * Conduct themselves in a manner that is:   Honest, trustworthy, reliable, accountable, consistent and respectful   * When collaborating with others:   Be approachable, supportive, encouraging, inclusive and show we value our own development and that of others   * Drive change across the Service by being: * Creative, resourceful, courageous, original, clear and focussed | * Interview/ References | | |  | | |  | |
| **Additional Requirements** | | * Willingness to work additional/flexible hours to meet needs of the Service * Good attendance record * Able to meet Service medical requirements | * Application Form/References | | | |  | |  | |