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| DCC Logo 09 Outl B&WRole Profile  Section 1 | | | |
| **Job Title** | HR Business Partner  (Service Alignment) | **Service** | People and Talent Management |
| **Grade** | Grade 16  JE Ref: N9959 | **Service Area** | Business Partnering and HR Advice and Support |
| **Reporting to** | Strategic Manager People and Talent Management | | |
| **Politically Restricted** | The Council has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. | | |
| **Disclosure & Barring Service** | Not Applicable. | | |
| **Purpose of the job:**  The post holder will be responsible for undertaking and maintaining a lead role in the development and delivery of the Business Partnering and HR Advice and Support service.  To act as the HR Business Partner for specific Directorates, working as part of management teams to develop and deliver a customer focused strategic and operational service offer.  Through the appropriate deployment of the advice and support team aligned to the Business Partner, ensure that service managers are provided with high quality HR advice and support which will contribute to the provision of an integrated and seamless HR service.  As a member of the People and Talent Management senior management team the post holder will support the service to embed the vision, values and behaviours of the council. | | | |
| **Key Result Area – Corporate**   * To contribute to organisational change and to the transformational agenda, supporting the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos; * To support the development of the culture of the council and promote the implementation of a ‘One Council’ approach, working collaboratively across the service, the wider council and with appropriate partners as directed.   **Key Result Area – Leadership**   * To provide clear and visible leadership for the team in a positive working environment; * Contribute to the overall plan for the service, advising on specialist areas of responsibility; * Manage service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working. | | | |
| **Key Result Area – Service Delivery**   * Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available; * Support the development and application of demand-side customer driven service design (‘outside-in’) * Lead on strategic workforce planning in Directorates which supports medium to long term service delivery and consider not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance; * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.   **Key Result Area – Generic Management**   * Manage employees and team/individual performance in accordance with council procedures and objectives * Provide support in the management and control of relevant budgets * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate; * Establish effective lines of communication and build working relationships with the team based around trust and empowerment; * Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery; * Lead by example in relation to continuous professional development; * Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery; * Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate; * Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.   **Key Result Area – Job Specific**   * Management and direction of the aligned HR team in the efficient planning, organisation and delivery of activities as well as providing line management support and coaching the team to continuously improve performance; * Strategic Business Partner to assigned Directorates, working as part of their management teams, to provide expert advice and design and deliver high impact solutions that meet the needs of the business; * Visibly support the leadership of the organisation and its agenda promoting collaboration and organisational effectiveness; * Coach and build capacity of senior managers to anticipate and pre-empt organisational issues; * Lead and develop workforce strategy and associated plans for assigned Directorates, taking account of corporate/transformation strategy, directorate strategy, service plans, service redesign, MTFP and other relevant factors; * Understand the business issues, challenges and priorities, anticipating change and developing appropriate HR/OD initiatives; * Drive initiatives to attract, manage and develop talent to support current and future organisational need; * To understand and lead on service and corporate initiatives e.g. development and implementation of new pay structures, career pathways and use of apprenticeships, cultural change etc.; * Work closely with senior managers to ensure tools and policies are aligned, enhance employee engagement and ultimately improve performance; * Lead and influence organisational change and provide solution-based outcomes; * Understand the challenges, current and anticipated for services to ensure a proactive strategic response to workforce planning, talent management and succession planning; * Proactively engage in and support strategic workforce planning within the service(s), developing new models of service delivery and service transformation as appropriate; * Select, design and implement corporate HR initiatives and practices that are most appropriate for the delivery of the business strategy; * Contribute to the development of efficiency proposals supporting the service response to MTFP; * Manage relationships with trade unions as required e.g. negotiation, consultation and information; * Use data and analytics to measure the effectiveness of tools and policies and understand the landscape for further improvement, working in partnership with senior managers to identify good practice, trends and areas of concern; * Work with the appropriate WFD lead partners to link strategic HR and WFD initiatives; * Keep up to date with external trends and best practice in the areas of expertise and HR more broadly; * Continuously drive improvement and modernisation, exploring external market trends, insight and internal best practice; * Be an ambassador for the function and represent the HR service internally and externally; * Deputise for the HR Strategic Manager.   The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the line manager. | | | |

Section 2

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|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** |  | * Degree or equivalent in Human Resources Management or a related discipline; * Qualified and current Chartered Member of the Chartered Institute of Personnel and Development (MCIPD) status or other appropriate professional body. | * Application form * Selection process * Pre-employment checks |
| **Experience** | * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement; * Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies; * Proven ability to manage a significant budget and meet financial efficiencies; * Working with Members and Senior Officers, advising on specialist areas of responsibility; * Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development; * Experience of managing complex projects and matrix management; * Experience of implementing and delivering partnership working with both internal and external partners. | * Post qualification experience of HR management or operational management in a wide range of situations * Demonstrable senior level experience within HR * Evidence of the successful development and implementation of high-level policies and procedures * A good knowledge and understanding of HR policy and procedure and its practical application. * Experience of working with TU’s i.e.   consultation/negotiation | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Project management, business transformation and change management skills; * Understand and promote the application of digital technology to support and enhance service delivery; * Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries; * Understand and apply the ‘One Council’ ethos and the values which underpin it; * The ability to delegate effectively; * Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team; * Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery; * Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available; * Problem solving and budget setting skills; * Understanding of LEAN methodology; * Political and cultural awareness and an understanding of the political context and environment of Local Government; * Strong communication and presentation skills; * Knowledge and understanding of Local Government statutory requirements. | * Knowledge of employment legislation | * Application form * Selection process * Pre-employment checks |
| **Personal Qualities** | * Professional in approach; * Strategic thinker; * Personal commitment; * Flexible approach to work; * Well organised and self-motivated; * Resilient with strong self-awareness. |  | * Application form * Selection process * Pre-employment checks |