

Human Resources

Business Partner

Reports to: **Operational HR Lead Specialist**

Direct reports: **[None]**

Evaluation: **559 points**

Grade: **N8**

Reference: **AA940**

Purpose

Assist in provision of a comprehensive human resources service to council directorates/schools and external bodies as required.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Support Heads of Service, Head Teachers and other Senior Managers in managing human resources and in particular:-
 - managing absence and capability;
 - discipline and grievance handling;
 - workforce planning;
 - managing workforce changes including organisational change, redundancy and redeployment;
 - application of national and local terms and conditions of employment including grading of posts.
2. Assist in the training and mentoring of line managers so they are able to make 'right first time' employment decisions.

3. Provide professional HR advice on all aspects of recruitment, employment and terms and conditions of employment.
4. Undertake any necessary research and analysis to support Directorate based HR/OD projects.
5. Contribute as required to HR project work and policy development activities.
6. To promote and implement our Equality policy in all aspects of your employment.
7. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.