

JOB DESCRIPTION

POST TITLE:	HR Business Partner
GRADE:	10
DIVISION / UNIT:	Human Resources and Organisational Transformation
DEPARTMENT:	Chief Executive
REPORTS TO:	Strategic HR Business Partner

PURPOSE OF THE JOB

1. To provide a professional HR service to managers on all employee experience related matters including organisational change, resourcing, management of attendance, performance management, employee relations issues and general HR management interventions, to deliver business objectives.
2. To support business managers and the HR service in achieving the Council's strategic objectives.

PRINCIPAL ACCOUNTABILITIES

1. Working as part of a team of HR Business Partners, provide clear and effective counsel and guidance to managers on the employee life-cycle ranging from resources management, recruitment and selection, case work, policy / procedural advice relating to both individuals and groups of employees, planned initiatives, learning & development, change management and exit management.
2. Proactively be out in the business to increase the visibility of HR and have your finger on the pulse and are seen as trusted advisors by the business on all people matters and to ensure that HR plans and interventions deliver positive outcomes.
3. Provide expert advice on organisational change projects, working closely with colleagues in e.g. organisation transformation to redesign services and ensure reorganisations are managed in line with council procedures.
4. Participate in on-going discussions with management teams (as assigned), in a variety of formal settings to support and guide managers either individually or at a team level; enhancing capability to manage HR services, ensuring that policy and legislative requirements are met, including the identification of training needs and

contributing to developing learning and development solutions. Ensure high quality outcomes for the business to meet current and future business objectives and improve upon service delivery.

5. Provide accessible and appropriate advice, guidance and support in dealing with HR matters raised directly by employees. Participate in on-going service reviews and discussions with senior management teams, plan the delivery of HR services ensuring they provide high quality outcomes for the business to meet current and future business objectives and improve upon service delivery.
6. Implement strategies to ensure HR provides clear business focused outcomes for the utilisation of staffing resources within the business area supported, aligned over the long term with deliver of the Councils overall workforce plan.
7. Hold responsibility under the guidance of the manager the delivery of HR services as assigned, ensuring all organisational HR performance targets are monitored and met, and remedial action is undertaken. The post holder will manage an on-going caseload of work, only seeking advice on more complex issues.
8. Supply a quality operational HR service, providing clear business focused outcomes for the business area supported.
9. Plan, establish and maintain effective working arrangements with Trade Unions and other stakeholders and partners to ensure employee relations matters and collective discussions are undertaken in an effective and efficient manner.
10. Ensure the on-going maintenance of HR data records (on all HR systems) for the business area supported (and other areas of the Council as directed) ensuring all HR records held are accurate, up to date and meet organisational objectives for workforce and HR record keeping. Utilise HR data to review and analyse HR data against performance targets.
11. As part of a wider group of HR employees contribute in the further development of the provision of HR services to Council, including participation and attendance at project groups, workshops, seminars.
12. Actively promote the Councils equality, diversity and inclusion objectives in terms of personal practice and within the context of all HR advice and guidance provided
13. Support the training, learning and development of newly appointed employees to HR.
14. Support the development of management capacity to be able to undertake active management and development of the work force.

JOB CONTEXT / REPORTING TO :

At Southwark, we're committed to making a real difference to the quality of life for local people, making the home environment cleaner, safer and more modern. Large-scale investment programmes are changing the face of the borough, and we're working to ensure that this creates a fairer future for all in Southwark.

We're continually looking to support the growth of talent and to develop our workforce. So our employees are given the support, knowledge and opportunities they need to develop and deliver results that really improve the quality of life for our citizens.

Personal development is embedded as a key part of our organisational culture with access to a wide range of training opportunities in addition to developmental work in local setting.

In June 2023, Leisure Services will transfer the management of 8 leisure centres to full Council control. The Human Resource Business Partner will play a key role in enabling the delivery of this vision and supporting leisure mobilisation.

This role reports to a Strategic HR Business Partner. They will also work on a matrix basis as assigned on projects and casework.

Grade/Conditions of Service

Grade 10

36 hours per week including some out of hours working when required.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Financial responsibilities

This role has no direct budget accountability.

Conditions of Service

This role is covered under the NJC conditions of service as applied in Southwark Council.

This role is deemed to be a full time role (36 hours a week).

General

The post holder is required to carry out duties and responsibilities of the post in accordance with the Council's policies and procedures and standing orders.

Health & Safety

The post holder is required to carry out duties and responsibilities in accordance with the Council's Health and Safety Policy, and Health and Safety legislation.

Politically restricted post

This post is not classed by the Council as be politically restricted as defined in the Local Government & Housing Act 1989 (as amended)

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
Graduate membership of the CIPD or equivalent knowledge, skills and experience	E	S
Evidence of continued professional development	E	S / I
Experience:		
Extensive experience of successfully supporting Directors and managers with ER and sickness case work	E	I
Implementing strategies and provide high quality business led advice across the HR function and understanding the need of the business in large complex organisations	E	I
Identifying training needs and developing solutions to ensure high quality outcomes	E	I
Developing effective working relationships with managers at all levels and trade union representatives	E	I
Working collaboratively across organisational boundaries providing human resources and employment advice and support to meet current and future business objectives	E	I
Monitoring, analysis and interpreting HR MI, maintain up to date HR records	E	I
Aptitudes, Skills & Competencies:		
Maintain an up to date knowledge of HR best practice, trends and employment legislation and maintain knowledge	E	I
Customer focused and driven by the achievement of high standards and achievements through service/business delivery	E	I
Plan the delivery of all HR support services to meet current and future business needs and the Council's strategic objectives	E	I
Ability to provide high quality HR advice and guidance to managers on a range of staffing issues, including complex cases and policy/procedural issues	E	I
Ability to work quickly and accurately under pressure whilst ensuring attention to detail	E	I
Ability to influence and persuade managers in a variety of situations	E	I
Contributing to the further development of the HR service provision and participation and attendance in project groups, workshops and seminars and deliver HR related training solutions	E	I
Effective written and oral communication skills appropriate to the situation, including report writing and presentation skills	E	S

