

## JOB DESCRIPTION

**POST TITLE:** Head of HR Business Partnering  
**GRADE:** G15  
**DEPARTMENT:** HR and Organisational Development  
**REPORTS TO:** Director, HR and Organisational Development

### PURPOSE OF THE JOB

- To lead the provision of HR business partnering services across the council
- To oversee the development of departmental people plans to ensure that workforce priorities are identified, planned for and delivered, securing consistency of approach and high levels of service delivery
- To enable the achievement of priorities and commitments in the Council Delivery Plan and workforce strategy

### PRINCIPAL ACCOUNTABILITIES

1. To devise strategies for the council-wide planning and management of people including employee relations and organisational change, to meet current and future business needs in line with the priorities and commitments in the Council Delivery Plan and workforce strategy
2. To build consistency and professional excellence, including responsibility for ensuring the allocation of HR resources is strategically and tactically well-managed with the right skills and knowledge assigned effectively and consistently
3. To identify and deliver client-responsive, cost-effective HR solutions to business challenges where delivery of initiatives may be outside the direct management of the postholder and include complex, multi-layered interventions requiring negotiation of resources and project management of defined outcomes
4. With an understanding of current and future business needs, to work in partnership with all stakeholders to ensure that HR implications are fully integral to decision-making, service planning and the delivery of improvement programmes
5. To translate departmental / divisional plans into change management programmes and longer term strategies to meet organisational requirements

6. To champion the use of qualitative and quantitative data and intelligence to underpin the development of evidence-based workforce plans
7. To provide professional HR advice, support and guidance to chief officers, senior managers, managers and elected members, acting as a trusted advisor and champion of best practice (personal involvement will generally be on complex matters where interpretation of corporate employment policies is not straightforward or the issue has a high profile or risk to the council)
8. To plan and oversee the delivery of HR and change management programmes to meet business needs, building consistency of advice and excellent application of judgement, ensuring that professional, procedural and legal requirements are met and stakeholders' requirements are fulfilled
9. To monitor performance against plans, timescales and activity, responding in line with changing demands and needs
10. To collaborate with senior managers and HR colleagues to develop and implement workforce strategies and implement different methods that build capacity in talent management to attract and retain the right staff to fill the council's diverse job roles
11. To champion equality, inclusion and accessibility at work through the ongoing development and implementation of the council's workforce equality plan and in accordance with relevant legislation, ensuring an integrated approach to staff management and service delivery
12. To represent the council and the HR function at internal and external meetings or organisations, inquiries and other settings, preparing and presenting detailed advice and reports in accordance with the best professional standards
13. To collaborate with senior HR colleagues in the delivery of a "one council" HR service that is fit for purpose in a modern organisation, including through the development of staff, deployment of resources, reviewing practices and approaches to achieve a seamless, high-quality service to managers
14. To lead on the improvement, management and performance of HR practice, ensuring that overall objectives are translated into effective plans and that the service is efficient and locally responsible
15. To provide inspirational and professional leadership to staff, acting as a role model, strengthening skills and competence, and fostering a strong culture of standards, performance and accountability
16. To model the behaviours required of all staff and demonstrate commitment to the council's values

## JOB CONTEXT

### **Structural arrangements**

The postholder will report to the Director of HR and Organisational Development within the HR and Organisational Development service.

The postholder will be responsible for line managing four Strategic HR Business Partners, who in turn line manage HR Business Partners.

### **Financial responsibilities**

The postholder will manage budgets assigned to the delivery of programmes, projects and initiatives, typically ranging from £10,000 – £100,000 in value.

### **Contacts**

The postholder will have regular contact with managers at every level of the council, including Chief Officers and the Chief Executive. The postholder will use their specialist expertise to provide information, advice and guidance to others.

The postholder will be responsible for representing the council to partners, contractors and stakeholders.

### **Grade/Conditions of Service**

This post has been assigned a grade of G15.

Conditions of service are governed by the National Joint Council (NJC) for Local Government Services as applied by Southwark Council.

The postholder is required to work 36 hours a week, including occasional work outside of ordinary working hours.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for the position.

## PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

**Key:** **S** Shortlisting criteria  
**I** Evaluated at interview  
**T** Subject to testing

<b>Knowledge, including qualifications</b>	<b>How assessed</b>
Graduate membership of the Chartered Institute for Personnel Development (CIPD) or equivalent knowledge, experience and skills	S
Evidence of continued professional, managerial and personal development	S I

<b>Experience</b>	<b>How assessed</b>
Experience working as a senior HR professional in a large, complex organisation	S I
Experience providing strategic, business-led advice that supports all aspects of employee relations	S I
Experience of designing strategies to ensure HR provides clear business-focused outcomes aligned over the long term to delivery of the council's workforce plan	S I
Experience of identifying and delivering client-responsive, cost-effective HR solutions to business challenges	S I
Experience of devising strategies for council-wide planning of organisational change	S I
Experience of working collaboratively across organisational boundaries, providing high-level human resources and employment advice to support cost-effective outcomes	S I
Experience of working with high-level stakeholders within a political environment	S I
Experience of developing constructive working relationships with trade union representatives through negotiation and consultation	S I
Experience of using HR management information to inform HR planning	S I

<b>Aptitude, skills and competencies</b>	<b>How assessed</b>
Strong leadership and management skills, including people and performance management	S I
Ability to work collaboratively and corporately, creating a strong team spirit and “one council” HR service	S I
Ability to provide professional HR advice, support and guidance to senior managers and elected members on complex matters	S I
Ability to plan the delivery of operational HR and change management programmes to meet business needs within a legal and regulatory framework	S I
Ability to maintain up to date knowledge of HR best practice, trends and employment legislation	S I
Ability to ensure excellent judgement in making evidence-based decisions using management information	S I
Customer focused and driven by the achievement of high standards	S I
Ability to think and act strategically, analyse complex information, and develop practical and innovative solutions to the management of strategic issues and complex problems	S I
Communication and influencing skills to inform, consult and negotiate with a wide range of audiences in a straightforward, articulate and persuasive manner, and the interpersonal ability to engender confidence and respect	S I
Ability to influence and persuade staff and managers in a variety of situations	S I
Knowledge and understanding of employee relations, and a thorough knowledge of legislation for employees, workers and agency staff	S I
Project management skills, including the ability to plan and deliver organisational change and improved service delivery	S I
Excellent written and oral communication skills, including report writing and presentation skills, with proven ability to work with, gain the confidence of, and influence people at all levels	S I
Numerate with the ability to understand, manipulate and analyse HR data	S I
Good IT skills with the ability to use HR casework systems to provide data and manage organisational structures	S I