

JOB PROFILE

Job Title:	HR Business Partner
Service Area:	Human Resources
Grade:	8
Reporting Manager:	HR Operations Manager
Direct reports:	None

Job summary:

To provide proactive HR advice and support to managers and employees on policy, employee relations and employment legislation. To provide proactive performance focused HR support to the council's service areas.

Key responsibilities:

To provide advice and support to managers and employees on operating the Council's HR policies to ensure fairness and consistency.

To provide recruitment advice to managers including assisting in the creation of job profiles, preparation of adverts and advising on appropriate selection methods.

To meet regularly with managers to discuss HR issues e.g. workforce planning, learning and development plans, absence management, performance, recruitment to ensure a proactive HR service is provided.

To attend meetings as required to ensure that HR has a proactive role in understanding the issues and projects that may have an impact on employees.

To work alongside trade unions and staff consultation forum to ensure consultation opportunities are maximised and staff are kept involved and informed.

To support the effective control of employee absence within the Council, providing advice to managers on operating the short term and long-term absence procedures, and making effective referrals to Occupational Health.

To develop new and review existing HR policies in line with review dates, consulting with stakeholders (such as Trade Unions) to ensure they are up to date and effective.

To work with L&EE colleagues to support the design and delivery of training for managers and staff as required relating to new or changed policies and procedures to ensure consistent application across the council e.g. Recruitment and Selection

To coach managers on the application of policy and provide support and guidance on employee relations case work e.g. Managing Misconduct, Improving Performance.

To explain to employees their employment rights e.g. maternity benefits, flexible working requests, early severance.

To ensure that the Council's reward policies are effectively utilised, particularly the retirement and long service recognition to improve recruitment and retention.

To respond to Freedom of Information and survey requests in an appropriate, accurate and timely manner.

To obtain and analyse data from HR systems to identify trends, issues and support interventions e.g. recruitment data, pensions data, equal pay, equalities figures, turnover rates, absence management reports and payroll reports.

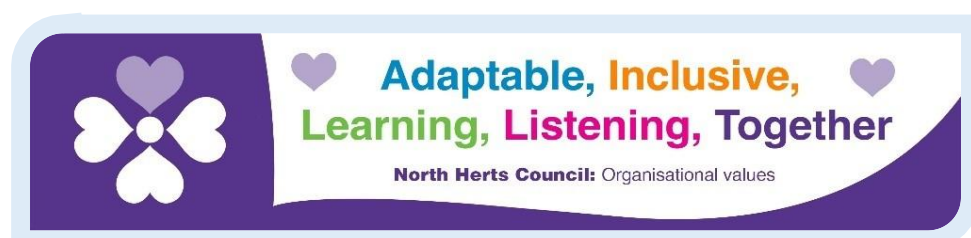
To work as part of the Human Resources team to ensure a high-quality, cost-effective service to the Council.

To contribute to delivery of the HR Service Plan and People Strategy

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
Qualifications:	Associate CIPD membership and equivalent working experience	E
	CIPD Level 5 Associate Diploma or equivalent	E
	CIPD Level 7 / Chartered Membership of CIPD 7	D
Job related experience & knowledge:	Good knowledge of Employment Law and human resource practice across the industry.	E
	Ability to design and review HR policies to ensure compliance with employment law changes	E
	Experience of analysing data and identifying problems and solutions	E
	Experience of providing a generalist HR service including advising managers on HR issues such as misconduct, capability, recruitment, and selection, learning and development	E
	Experience of supporting and delivering change management.	E
	Experience of managing employee absence and working closely with managers and an occupational health service	E
	Experience of undertaking projects	E
	Experience of coaching and developing others	E
	Ability to design and deliver training for managers and staff	E
	Experience of prioritising own workload and working to tight deadlines	E



	Ability to produce accurate statistics	E
	Previous experience of working for a local council or within the public sector	D
	Knowledge of iTrent payroll system	D
	Experience of working closely with a trade union	D
	Trained in Hay / Korn Ferry job evaluation	D
	Experience of designing and delivering training for managers and staff	D
Skills & attributes required for the role:	Good IT skills including HR systems and Excel	E
	Influencing skills to gain staff and management support for HR policies and advice	E
	Proven ability to communicate effectively at all levels of a multifaceted organisation and influence decisions	E
	Good presentational skills - written and verbal	E
	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
Other:	Experience of working as part of a team	E
	Ability to maintain strict standards of confidentiality	E

Signed.....

Date.....

