

<b>Title:</b>	Assistant HR Business Partner		
<b>Career Family:</b>	Facilitating the Council	<b>Date:</b>	30.01.23
<b>Career Family Level:</b>	Level 9	<b>Reference:</b>	SBC_11860
<b>Reports to:</b>	HR Business Partner		

**Purpose:**

To provide HR support and assistance to the HR Operations team and give advice and guidance to managers and staff. In doing so the role holder will build and develop effective working relationships with managers which will allow the role holder to have an impact in influencing and supporting managers to achieve their local and the corporate objectives.

**Accountabilities:**

- In consultation with the HRBP, provide managers and staff with appropriate advice and guidance on Council policies, terms and conditions of employment and other HR related issues in accordance with employment legislation.
- Support, coach, challenge and empower Directorate line managers in managing people issues (e.g. Disciplinary, Grievance etc.)
- Dealing with local trade union (TU) representatives in relation to individual cases or local collective issues; Build and maintain relationships with line managers, employees and TU representatives across the Directorate(s) to ensure positive interactions and speedy resolution of any issues that arise
- Responsible for screening all vacancies, identifying potential redeployment opportunities for employees on the redeployment register and assist in matching them to suitable alternative jobs across the Council.
- Undertake effective Job Evaluations, drawing on benchmarking data and ensuring a fair, consistent and objective assessment
- Ensures senior Directorate stakeholders receive insight from their people data (e.g. sickness reporting, grievance numbers etc.) To update the casework database (paper-based and electronic) in an accurate and timely fashion and provide essential HR data for monitoring purposes as required.
- Finds solutions to problems relating to strategic, policy or legal constraints or requirements

- Understands local issues in the Directorates and takes action based on the implications from a HR perspective
- Ensures that relevant work is passed to the appropriate point in HR as required
- To advise on and participate in staff appointments where appropriate, ensuring that Council procedures are followed in terms of the grading, advertising recruitment and selection of staff.
- To contribute to the overall development of the HR team including HR policy development and projects.
- To undertake research as required and support the HRBP to prepare briefing papers as necessary.
- To maintain own continuing professional development and to liaise/network with other HR practitioners as appropriate.
- To maintain and keep up to date with HR policies and procedures and to respond to queries from managers and staff on terms and conditions of employment as appropriate.
- To ensure effective communication with colleagues across the Council and externally where appropriate regarding work in progress, emerging trends, issues or problems.
- To participate in working groups as required and to attend other meetings on behalf of the HRBP and the HR Operations team as required.
- Any other duties commensurate with the grade and purpose of the post.

#### **Context and Dimensions:**

#### **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

#### **Variation**

This is a description of the job as required at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

#### **Financial responsibilities:**

This role has no direct budget accountability.

#### **Management responsibilities:**

This role has no management/supervisory responsibilities.

#### **Values and Behaviours:**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrative and live our organisational values and behaviours, this mean in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behavior style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

## PERSON SPECIFICATION

<b>Qualifications:</b>	<b>E or D</b>	<b>S / T or I</b>
<ol style="list-style-type: none"> <li>1. CIPD qualified, or working towards this with experience of working effectively in a complex organisation.</li> <li>2. A proven track record of providing clear, balanced advice and guidance on HR issues</li> <li>3. Experience of working successfully with Senior Managers on complex HR issues</li> <li>4. Experience of working in a HR department in a customer focused organisation, proactively facilitating and leading change</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>S</p> <p>I</p>
<b>Knowledge and Experience:</b>		
<ol style="list-style-type: none"> <li>5. Interpret the Council's HR Policy &amp; Procedures and provide advice to stakeholders appropriate to the situation</li> <li>6. Develop HR colleagues and line managers</li> <li>7. Provide accurate and appropriate advice to line managers</li> <li>8. Ensure that HR Policy &amp; Procedure (as well as processes and principles) are well communicated and understood across the Council</li> <li>9. Applies a deep understanding of the work being undertaken by the Council</li> <li>10. Strong analytical skills and the ability to evaluate data and establish key insights</li> <li>11. Ability to interpret financial, people and performance data and commentaries</li> <li>12. Ability to review and challenge content provided by other team members and local HR teams</li> <li>13. Understanding of the Directorate's objectives and priorities</li> <li>14. Able to integrate external sources of data where necessary (e.g. using CIPD / ACAS websites)</li> <li>15. Understands the differing needs of stakeholders and adapts own service accordingly, demonstrating a clear emphasis on positive outcomes</li> <li>16. Ability to interpret financial, people and performance data and commentaries, identifying and evaluating the key pressures and opportunities, ensuring that mitigation is identified, both from internal and external sources where necessary</li> <li>17. Persuade others using straightforward and simple techniques, clearly communicate work requirements even if these are technical, complex or contentious and create challenge to views of others if appropriate, in turn explaining own position with evidence when challenge</li> <li>18. Evaluates current situation based on previous experience; identifies advanced implications/ conclusions from the logical analysis of a complex situation or issue. Ensure data from all relevant sources can be gathered in order to assess complex problems and come up with the most appropriate solution</li> </ol>	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>

19. Recognises the contribution and ideas of colleagues, and provides colleagues with constructive feedback		
20. Aware of the impact of their area on the EDI agenda and able to foster inclusive workplace relationships / drive continuous improvement as a result		
<b>Aptitudes, Skills and Competencies:</b>		
21. Experience of working successfully with Senior Managers on complex HR issues	E	I
22. Ability to challenge and influence as well as taking ownership and responsibility	E	I
24. Is able to work effectively with people at all levels and builds strong relationships	E	
<b>Special Conditions of Recruitment:</b>		
24, Attendance at meetings at times required to meet objectives.	E	I

<b>Version History:</b>	<b>Person</b>
1. Version created on 30.01.23	B Osibogun