

Job Profile

Position Details	
Post	HR Business Partner
Service Area	Human Resources
Reports to	Lead HR Business Partner
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<p>The main purpose of this role is to drive the delivery of an outstanding HR service. This will involve:</p> <ol style="list-style-type: none"> 1. Partnering with leaders to deliver a strategic HR service in line with the needs and priorities of Haringey Council 2. Partner senior leaders to design, develop and deliver a high performing organisation. Providing coaching, support and influence that enables key clients to improve their performance, including the performance management of their people 3. Must be able to translate business requirements into effective HR practices across service areas to deliver effective people solutions aligned to business objectives 4. Oversee and in certain instances lead the consistent implementation and embedding of key HR initiatives as the key interface between HR and the directorate. These initiatives are set out in the current corporate Workforce Plan and will be subject to continuous improvement 5. To act as change agent in managing organisation change and specifically accountable for leading the development and co-ordination of all associated people and change plans within the directorates 6. Manage positive trade union relationships for the directorate and more generally support staff engagement generally

Main Responsibilities
<ol style="list-style-type: none"> 1. Contribute to the development of the wider HR strategy and work closely with the shared service centre, OD and reward colleagues to ensure cohesive and co-ordinated services across the Council. 2. Guide senior leaders and their teams around major business change including organisational design, development, restructuring and organisational realignment. This will include supporting on all aspects of departmental restructures, outsourcing and TUPE transfers. 3. Position the HR BP role as an integral part of the business directorate by developing effective working relationships, influencing and challenging the management team on their personal style and the development and delivery of their workforce plan in support of the achievement of the Council's priorities and strategies. 4. Equip key clients with appropriate tools and knowledge to effectively manage their people in line with their local workforce plans e.g. performance management, absence management and career management.

5. Embed a performance management culture within the directorate through the My Conversation map by ensuring clear objectives and feedback and an effective and robust moderation process.
6. Support Senior leaders with the development of their people, providing advice, guidance and ad-hoc training on personal development plans and work to introduce systems that identify employees with high potential, develop career paths in consideration of key roles for succession planning and self-development.
7. Be able to interpret data and advise directorates accordingly on trends and suitable management interventions.
8. Develop best practice and innovative people strategies and provide support on the research, design and development of HR initiatives, using expert knowledge of the directorate you support
9. Provide transformational advice on change management initiatives, restructures, job role design, job evaluation, TUPE transfers and redundancy situations in order to improve cost and efficiency, clarify accountabilities and empower delivery of great customer service
10. To work closely with the Shared Service Centre HR Advisors so that you understand the people issues within your directorate and utilise this information to enable you to provide business leaders with effective short, medium and long term strategies to solve issues and emerging trends.
11. Identify short, medium and long term resourcing needs. Build and maintain the local resource plans, co-ordinate with the HR operational team about workforce supply and demand and challenge accounts on new roles, replacement and recruitment and retention strategies. Manage the recruitment process for Assistant Director roles.
12. Contribute to the wider HR strategy and work closely with the Head of HR and the Lead HR Business Partner and other managers to ensure a cohesive and co-ordinated HR service.
13. Improve customer satisfaction by always delivering to specification, seeing tasks through to a conclusion and taking feedback from service users.
14. In association with the Head of HR and the Lead HR Business Partner, monitor, interpret and implement all new and revised relevant legislation. Take responsibility for ensuring that all HR policies and procedures are regularly reviewed and continue to reflect both up-to-date employment law and best practice.
15. Oversee the planning and implementation of changes required including developments to policy and procedure; ensuring that significant changes are communicated to Members and the Senior Leadership Team in the most appropriate manner.
16. Be responsible for running regular HR workshops and briefing sessions, on best practice management practices, employment law and HR policy/procedure in order to build management capability.
17. To undertake any other duties as required, consistent with the basic objectives of the post.

Generic Responsibilities
<p>18. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</p> <p>19. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</p> <p>20. Knowledge and experience of using IT.</p> <p>21. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</p> <p>22. As an officer of the Council and the HR team to always act as an Ambassador, to lead by example and behave in a professional manner</p>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Abilities/Experiences</p> <ul style="list-style-type: none"> • Substantial experience of working in a complex, multisite, unionised environment. • Experience of leading on organisational change projects, including restructures, redundancies and TUPE • Proven ability to develop a good understanding of business issues and how to identify and deliver HR interventions and solutions to meet business needs • Senior level experience of partnering and coaching senior leaders and operating as an internal consultant, assisting managers and staff with strategic HR issues • Experience of creating a workforce plan, including both skills development and the makeup of the workforce • Strategic involvement with Trade Unions and experience of negotiation and consultation, underpinned by a successful track record in dealing with complex employee relations issues • Experience of successfully developing, leading and implementing strategy, policy or operational plans across a medium or large organisation • Sound knowledge of employee relations issues, including policies, procedures, the job evaluation process, grading structures and links with reward <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level • CIPD qualified <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Excellent working knowledge of employment law and best practice and the ability to apply it practically to workplace situations 	

- Practical knowledge of organisational development, succession planning and talent management
- Sound knowledge and understanding of equality and diversity issues
- Ability to understand and interpret financial/statistical data and business cases to contribute to Council discussions on future strategic or tactical initiatives
- Ability to champion and promote new ideas that contribute to the aims and meet the business needs of Service Units and the Council as a whole
- Excellent communication and interpersonal skills; and the ability to build trust and confidence quickly
- Discretion in the handling of sensitive and confidential information
- Excellent at influencing and coaching senior stakeholders
- Ability to prioritise and work well under pressure, personally effective – excellent organisational skills; ability to prioritise
- Effective written and verbal communication skills. Competent presentation skills, with an ability to engage effectively with a range of stakeholders, both within and outside the council
- A solution based approach to problem solving
- Project/programme management skills

Desirable

- Sound knowledge of the local government sector
- Networker who incorporates new ideas and concepts from cutting edge HR practice
- Coaching skills to encourage managers to think differently with regard to people and HR interventions

Main Contacts & Other Information

Main Contacts:

HR Lead Business Partner

Other Information:

Organisational Structure

Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y		Use of a computer.	Y	
Audio typing.			Crisis or conflict situations.	Y	
Walking more than a mile.			Manual handling.		
Working alone or in isolation.	Y		Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: