

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

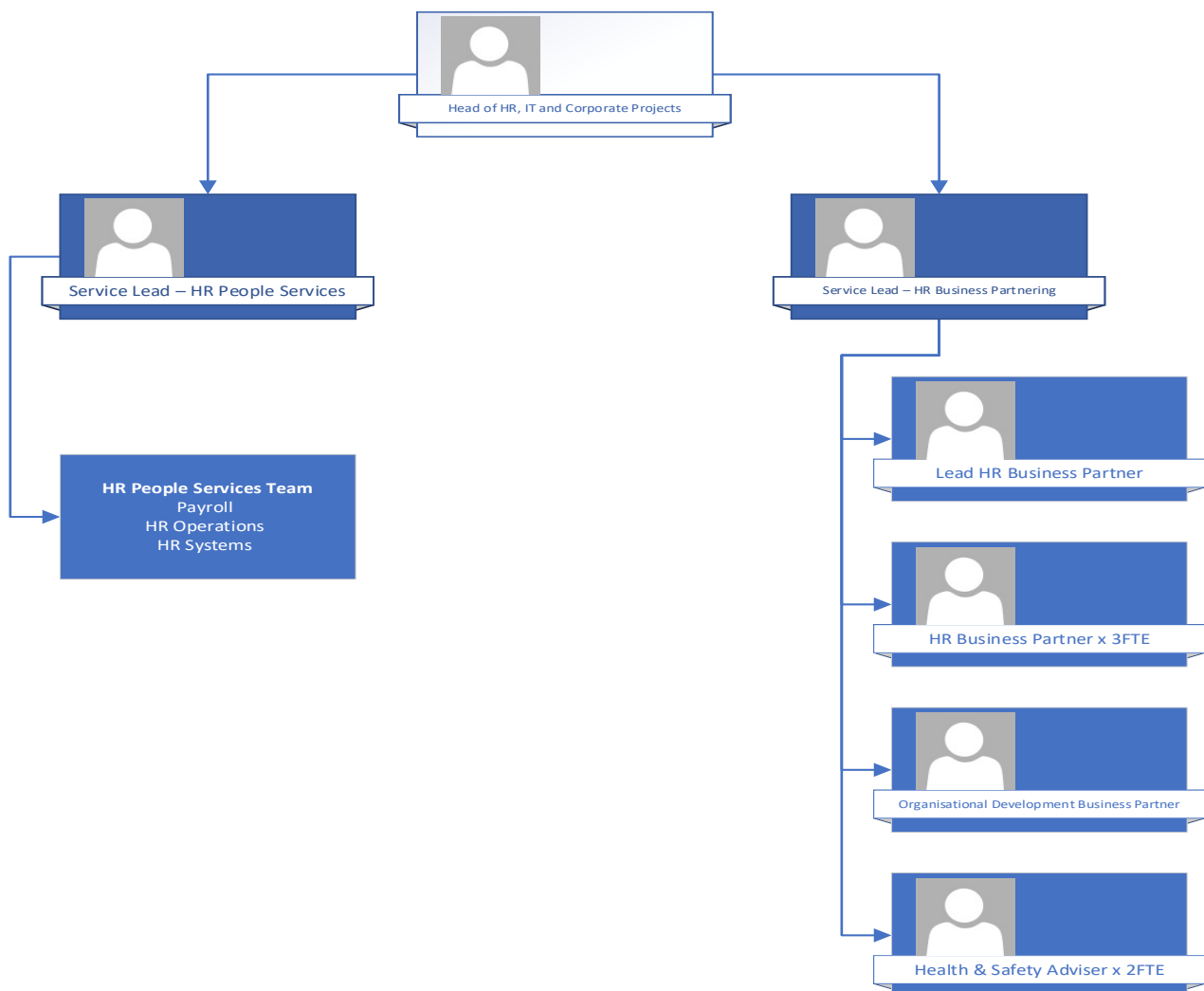
## Job Accountabilities

<b>Job Title:</b> HR Business Partner	<b>Job number:</b> CP0030
<b>Service Area :</b> HR	<b>Team:</b> HR Business Partner Team

### JOB PURPOSE

This role provides expert support, advice and guidance on all aspects of HR including employee relations, change management and resourcing. Working as part of a multi-disciplinary business partner team, the post supports council services, schools, academies and customers consequently enabling them to deliver their business objectives.

### POSITION WITHIN SERVICE STRUCTURE



## **JOB ACCOUNTABILITIES**

### **Service delivery accountabilities**

1. Under the direction of the Service Lead and Lead HR Business Partner, provide support and advice to managers on appropriate steps to be taken in organisational change including all aspects of redundancy, redeployment and TUPE, ensuring that legal and policy requirements are adhered to.
2. Hold an employee relations caseload providing comprehensive advice and guidance to managers on discipline, grievance, performance management, absence management and probation ensuring compliance with legislation as well as internal policies and procedures.
3. Support the Organisational Development Business Partner in the delivery of organisational development initiatives such as talent management, succession planning and leadership development and mentoring programmes.
4. Provide advice and guidance in response to more complex recruitment queries escalated from the operational team. Provide strategic recruitment advice to services, for example in relation to hard to recruit posts and supporting senior recruitment campaigns.
5. Develop strong relationships with teams within the HR service and contacts across the council to ensure that all issues and queries are resolved in an effective and efficient manner.
6. Work under the direction of the Service Lead and Lead Business Partner to support more complex cases and activities.
7. Participate in project teams and working groups both inside and outside of the service as required to support the achievement of strategic objectives and operational improvements.
8. Develop and maintain current knowledge of employment legislation, policies and procedures, local and national terms and conditions so that accurate advice is provided to all customers including schools and academies.
9. Utilise management information and data to develop proactive actions and interventions to improve workforce issues.
10. Foster positive relationships with trade unions, including teaching unions to support positive employee relations.
11. Contribute to a strong customer service culture by providing exceptional customer service, ensuring actions are carried out and queries responded to within appropriate timescales and in accordance with SLA's where applicable.
12. Work autonomously with responsibility for managing own workload to ensure appropriate prioritisation of service delivery.

### **Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook, these include:**

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

The hand book can be viewed [here](#).

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	CIPD Level 5 qualification or equivalent demonstrable experience.	CIPD Level 7 qualification.	Application form/Interview
Job Competence summary (knowledge, skills, abilities, experience)	<p>Comprehensive HR generalist experience and practical experience of giving advice and support to managers on all aspects of employee relations (discipline, grievance, performance management, absence management) including change management.</p> <p>Comprehensive knowledge of all aspects of employment legislation, best practice, policies and procedures.</p> <p>Ability to influence and persuade a wide variety of audiences and ability to interact confidently in all environments.</p> <p>Excellent communication skills, ability to communicate effectively with managers, Members, Headteachers, Governors and employees at all levels.</p> <p>Good IT skills.</p> <p>Experience of working with HR database systems with a working knowledge of computerised HR systems.</p> <p>Ability to plan and organise a diverse workload to ensure competing and</p>	<p>Strong knowledge of local government and teachers terms and conditions of employment.</p> <p>Experience of working in a unionised environment.</p>	Application form/Interview

	<p>conflicting demands are met within reasonable timescales.</p> <p>Proactive flexible approach with experience of presenting a range of solutions to a particular issue or problem.</p> <p>Strong customer service skills with evidence of partnership working with a range of stakeholders.</p>		
Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)	<p>Some flexibility required to achieve deadlines.</p> <p>Driving licence and car available for business use.</p>		
Politically restricted post  No			
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.