

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: HR Business Partner

Location: Hybrid/Teith House

Reports to post (Title): HR Business Lead/HR Transformation Lead

Service: People & Community Wellbeing

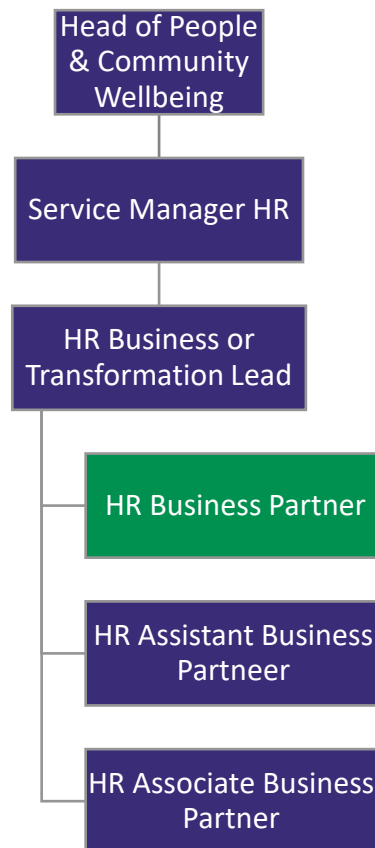
Grade: JE11

Eval Ref: A3669

Date: August 2023

Section B

Organisational Relationship



Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- This post will provide professional HR advice and guidance to allocated service areas. As HR Business Partner the Post holder will report to the HR Business Lead or the HR Transformation Lead as appropriate.
- The post holder will be the key HR business contact, secure an understanding of business goals, and service delivery requirements, providing HR advice and guidance which is solution focused taking account of best practice and wider impacts and implications.
- The post holder will identify opportunity for the efficiency in development and application of HR processes, policies, procedures and systems, and maximise opportunities for service and organisational continuous improvement.
- You will be able to develop and maintain relationships at all levels of the organisation, including professional colleagues, the wider HR team, and with managers, trade unions and employees.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- As the key HR contact for service areas, establish and maintain effective working relationships, develop understanding of business need, and apply consistent, corporate advice and guidance in relation to HR matters.
- Provide professional HR advice to managers at all stages of case management processes including, attendance management, disciplinary, grievances, appeal hearings and employment tribunals.
- Overview and co-ordinate case management processes within allocated service areas, providing professional advice and guidance to HR colleagues to ensure progress in line with policy and legislative requirements and allocating work and checking results in line with standards and timescales.
- Monitor the impact of HR policy, procedure and processes within, and across service areas, ensuring consistency of approach, parity of application, challenging non-compliance, and developing solutions that meet service needs.
- Interrogate and monitor management information sources, including Oracle and journeys, to identify opportunities for service improvement, and provide data- informed advice and guidance, ensuring cross-service learning and improvement opportunities are shared.
- As part of the service management team, provide professional advice and guidance during service meetings including service Bi-Partites, health and safety meetings, and management meetings.
- Co-ordinate and support consultation and negotiation process.
- For allocated projects/policy development coordinate research, oversee allocated resource, prepare briefings and reports while taking account of cross service impacts, and attend Committee as appropriate.
- Provide services with end-to-end HR advice, supporting services through transformational change processes, ensuring these are coordinated, with HR impacts identified and monitored.
- Responsible for continuous professional self-development, ensuring awareness and knowledge of key employment policies, procedures, and best practice.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

- Information handled will be of an extremely confidential and sensitive nature. Strict observation of GDPR legislation must be observed at all times.
- Information handled will often relate to both legal and contractual issues affecting the individual and occasionally the organisation. The post holder will be required to exercise discretion in decision making taking while taking account of any wider service/organisational impact.
- Post holder will contribute to the development of and oversee the maintenance of accurate and timeous recording within HR IT systems by colleagues at service levels for e.g. HR journey processes.
- The Post holder will act as a role model for colleagues with the ability to transfer learning and expertise from different environments to support the learning of others and meet new challenges.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The post holder will be required to demonstrate excellent communication skills and the ability to communicate complex information to senior managers, trade unions, and peers on HR policy and process.
- They will also provide professional advice and guidance as a policy specialist, for example during consultation processes, with all stakeholders on a variety of complex HR issues.
- They will also demonstrate effective and adaptable negotiation skills such as advising, guiding and persuading on courses of action which may not otherwise be taken, and will require informal advocacy skills such as representing the Councils position at external hearings.
- They will also be required to utilise effective and adaptable communication skills during consultation processes with all stakeholders on a variety of non-standard HR issues.

Internal: The post holder will deal with a wide range of individuals and organisations such as Heads of Service, Service Managers and employees. The post holder will be required to work and liaise with recognised trade union representatives.

External: The post holder will be required to liaise with external organisations such as COSLA, the Falkirk Pensions office, and other Local Authorities, Occupational Health, Forth Valley Health, Partner Organisations.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Requirement to exercise judgement when providing HR advice and guidance. Much will be of a sensitive nature impacting services and individuals, often complex in nature with legal and contractual issues.
- The post holder will require to have a well-informed understanding of business and organisational goals and objectives and utilise their knowledge and skill to approach discussions for successful outcomes.
- The post holder will be required to exercise a solution focused approach which takes account of the organisational, service and people impact of HR practice and decision making within allocated services, and also the impact of decisions taken out with services areas.
- The post holder will be required to work creatively and with a high degree of autonomy to find solutions which are future proofed, and take account of policy and process, and changing legislation.
- The post holder will be required to work creatively to find solutions, with a high degree of autonomy, and to consider and explore solutions normally within the existing corporate and service constraints, although on occasion they will be required to consider wider innovative approaches.
- Ability to develop, adapt and utilise to effect, Corporate and service HR management and monitoring information from HR IT data systems such as use of journeys and Occupational health systems.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- As HR provides a service to a diverse range of Services who operate at differing hours, flexibility in working hours is expected.
- The post holder will be required to attend internal and external meetings in person or via Ms Teams. The Post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Qualified to SCQF Level 9 or equivalent
- CIPD Associate Level 7 working to Chartered Membership within set timeframe
- Comprehensive knowledge of employment law and its practical application
- Extensive experience in a generalist HR position providing professional support, advice and guidance on non-standard HR matters
- Ability to evidence a proactive, information based, solution focused approach to HR matters
- Responsibility for continuous improvement
- Experience of policy development, consultation and implementation within an organisation
- Demonstrable communication and consultation skills, with the ability to communicate and build relationships with senior managers, trade union, services and colleagues
- Competent in the use of computer software to produce accurate and effectively presented work using MS Office software packages including Word, Excel, Access and PowerPoint

Desired Criteria

- Experience of Local Government
- Use of Oracle HR/HR systems
- Full Current UK Valid Driving Licence