

# Job Description

---



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

## Section A

**Post Title: HR Assistant Business Partner**

**Location: Hybrid/Teith House**

**Reports to post (Title): HR Business Lead/HR Corporate Lead**

**Service: People & Community Wellbeing**

**Grade: JE09**

**Eval Ref: A3674**

**Date: March 2025**

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

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

- The Post holder will provide a comprehensive range of professional HR advice and guidance to Managers, trade unions and colleagues in allocated service areas. As Assistant HR Business partner you will report to the HR Business Lead.
- Developing a good understanding of corporate and business goals, the Post holder will support and advise services on matters which will or may have impact on employees and/or the wider workforce.
- The Post holder will ensure the application of consistent HR policy, process and procedure, and the adherence to best practice processes and employment legislation.
- The Post holder will also work closely with HR colleagues across other services and within the wider HR service, to ensure seamless cross service delivery, and to highlight and take forward opportunities for sharing of best practice and opportunities for learning.

## 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.

- Develop understanding of business goals and requirements in allocated service areas, provide service focused solutions to a varied range of HR and workforce related matters.
- Identify service decisions and action which may impact individual employees and/or the wider workforce. Highlight areas of concern, share examples of good practice, and for both circumstances, identify potential action(s).
- Work to challenging policy timescales while ensuring the compliance of officers to legislative requirements and HR policy and process.
- Monitor the work of HR Associate Business Partners in case management processes ensuring compliance to legislative requirements and HR policy and process, and identifying areas for improvement and sharing examples of best practice.
- Provide HR advice and guidance during disciplinary case management processes. Supporting Investigating Officers undertaking non-standard investigations and providing professional advice to Hearing Chairs.
- Provide advice and support to managers in the preparation and response to supporting attendance and attendance capability cases which may be challenging in nature.
- Provide advice and support to managers in the preparation and response to disciplinary and grievance cases which will be challenging in nature.
- Ensuring all case management processes are progressed in a timely manner and in accordance with Council Policy, relevant legislation/case law and KPIs. Identifying and addressing practice and process which do not comply and providing peer support, advice, and guidance to colleagues.
- Provide advice on terms and conditions, work practices and the application of HR policy and practice in service areas.
- Use of management information sources such as Oracle Fusion, Journeys, and OH systems, to identify, prepare, analyse, and present HR monitoring information and data.

- Use management information to identify trends, concerns, and opportunities, which will support informed decision making within HR and service areas.
- Contribute to the development of HR policy, procedures, and processes, including researching legislation, benchmarking best practice, and participating in working groups.
- Provide support to Senior HR colleagues with allocated consultation and negotiating processes, and with the development and introduction of new initiatives, and projects.
- Responsible for continuous professional development of self, 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, including that relating to employees for legislative processes such as Employment Tribunals. Strict observation of GDPR legislation must be always observed.
- Information handled will often relate to legal and contractual issues impacting individuals. The post holder will be required to exercise discretion in decision making taking while taking account of any potential wider impact on policy and process.
- Ensuring the maintenance and quality of HR data and interrogate HR systems including Oracle Fusion and Occupational Health Systems (OHIO) to help inform decision making.
- Ensuring the accuracy of all data to be used for analysis and in case management processes.
- With autonomy but alongside the support of Senior HR colleagues, the Post holder will identify issues and develop solutions to HR issues and matters impacting the workforce with both a service and Council impact.
- 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.

## 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 nonstandard information to senior managers, trade unions, peers, and external partners, on HR policy and process, on which they may be unfamiliar, to ensure appropriate action is implemented.
- The post holder must be able to present and respond to information in various formats, such as Oracle fusion, OHIO, and including face-to-face, written (including digital formats), and telephone communications, and deal effectively with HR enquiries escalating where appropriate.

**Internal:** The post holder will deal with a wide range of individuals and organisations such as; Service Managers, Employees, recognised Trade Union Officials and Trades Union representatives.

**External:** The post holder will be required to liaise with other external organisations such as; COSLA, Other Local Authorities, the Falkirk Pensions Office, Occupational Health, and our communities.

## Section G

### Mental Skills

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

- Responsible for exercising judgement when providing HR advice and guidance. Much will be sensitive in nature impacting individuals, often 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 HR policy, process and procedure, employment legislation and parity across other services.
- The post holder will be required to work creatively and with a degree of autonomy to find solutions which take account of policy and process and changing legislation.
- The post holder will require mental skills for the analysis of information and use judgement to assess/select or reject information which may be from a variety of sources.



## 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 support and advice 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 as required, or via MS Teams. The post will be based on a hybrid working model, with an estimated up to 3 days in the office, however this may change 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 7 or equivalent.
- CIPD Associate Level 7.
- Up to date knowledge of employment law and its practical application.
- Competent in the use of computer software to produce accurate and effectively presented work and reports using MS Office packages including Word, Excel, Access, Power Bi, and PowerPoint.
- Use of ERP systems for reporting, data extraction and action-based analysis.
- Experience in a generalist HR position providing professional support, advice and guidance on standard and non-standard HR matters in an operational environment.
- Ability to evidence a proactive, information based, solution focused approach to HR matters.
- Demonstrable communication skills, with the ability to build relationships with senior managers, trade union, services, and colleagues.
- Ability to contribute to and introduce continuous improvement.
- Ability to plan and prioritise workload and competing demands.

#### **Desired Criteria**

- Experience of Local Government.
- Use of Oracle HR/HR systems.
- Experience of designing and navigating complex spreadsheets.
- Valid UK Driving License.