

Job Description



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

Section A

Post Title: HR Associate Business Partner

Location: Hybrid/Teith House

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

Service: People & Community Wellbeing

Grade: JE07

Eval Ref: A3672

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 will provide HR advice and guidance to Managers, trade unions and colleagues in allocated service areas. As Associate HR Business partner the Post holder will report to the HR Business or Transformation Lead.
- With a good foundation level knowledge of HR policy and practice. The Post Holder will develop a good understanding of business goals. The Post holder will support and co-ordinate the application of consistent HR policy, process and procedure, and the adherence to best practice processes and employment legislation and raise as appropriate areas of non-compliance and/or risk.
- The Post holder will also work closely with other HR colleagues within HR Business Partnering 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.

- Build effective working relationships and an understanding of business goals and service delivery requirements in allocated service areas.
- Provide professional advice and response to a range of standard HR enquiries relating to HR terms and conditions, policy, processes, journeys, and transactions which ensures compliance with regulatory and legislative requirements.
- Work to challenging policy and procedural timeframes ensuring HR processes are conducted as timeously as possible, while maintaining procedural and policy integrity.
- Identify areas of non-compliance, identify solutions, and raise as appropriate with HR Business Partnering colleagues.
- Prepare and quality check case management paperwork against policy , process, and employment legislation, regarding supporting attendance, attendance capability, disciplinary and grievance processes.
- Liaise with HR Business Partnering and Business Operations colleagues to ensure supporting attendance and attendance capability hearings are progressed and coordinated in line with policy timescales.
- Provide advice and guidance to managers during supporting attendance case management processes up to and including progress to Attendance Capability as allocated. Ensure appropriate engagement with employees has been undertaken, and necessary actions progressed to meet policy and legislative requirements such as Equalities legislation.
- Provide HR support and advice to managers during disciplinary case management processes, including providing advice and guidance to Investigating Officers during allocated disciplinary investigations.
- Use HR systems, including management information sources such as Oracle, to prepare HR data in a variety of formats to set standards and timescales. Identifying data trends and suggesting actions to support informed decision making and improve outcomes.

- Contribute to the development of HR policy, procedures, and processes by researching legislation, benchmarking best practice, and participating in projects as allocated.

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 a confidential and sensitive nature. Strict observation of GDPR legislation must be always observed.
- Information handled will often relate to both legal and contractual issues impacting individuals. The post holder will be required to exercise discretion in decision making with support from other HR colleagues.
- Contribute to the continuous development of data analysis and journeys through software application.
- Maintaining, navigating, and producing HR data and monitoring information from HR systems including Oracle and Occupational Health systems.
- Creating, checking, and updating manual and electronic records, entering data on relevant system accurately and consistently.

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:

- The post holder will be required to demonstrate excellent communication skills and the ability to independently communicate information to managers, trade unions, and peers on a variety of HR policy and process, and on which they may be unfamiliar. This may also include research, interview, and investigation skills.
- The post holder must be able to present and respond to information in various formats, including face-to-face, written, and 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 including managers and employees. The post holder will be required to liaise with Trade Union representatives.

External: The post holder may be required to liaise with other external organisations such as, the Falkirk Pensions Office, OH, and other Local Authorities.

Section G

Mental Skills

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

The post holder will:

- Post holder will be responsible for taking forward HR matters independently within allocated service areas with support from colleagues. Much will be sensitive in nature impacting individuals, often with legal and contractual issues.
- Ability to use discretion and judgement in dealing with confidential and sensitive situations, with an ability to identify and respond to wider organisational impacts.
- Maintain an up-to-date knowledge of terms and conditions of employment, policies, and procedures, and respond to HR matters within a procedural framework, escalating complex queries as necessary
- With support from colleagues, the post holder will require to develop a well-informed understanding of business and organisational goals and objectives and utilise their knowledge and skill of HR policy, procedure, and employment legislation, to approach discussions for successful outcomes.
- The post holder will be required to work to standards and procedures, individually and as part of a team, demonstrating the commitment, flexibility, and a high level of organisation necessary to meet KPIs.

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.
- Out of hours working may be required on an occasional basis and flexibility can be necessary to deliver outcomes against deadlines.

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 6 in a relevant HR area.
- Working to membership of CIPD Associate Level 5
- 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
- Knowledge of employment law
- Ability to evidence a proactive, information based, solution focused approach
- Demonstrable communication skills, with the ability to build relationships
- Evidence of ability to plan and prioritise when there are competing demands

Desirable Criteria:

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