

Role profile – Human Resources Business Partner

- **Location:** Number One Riverside
- **Salary:** Grade 10 £50,269 to £54,495
- **Annual Leave:** minimum 29 days holiday increasing with service
- **Benefits:**
 - Parking permit available
 - Flexible working hours
 - Discounted Gym membership
 - Staff Groups, including Gardening, Menopause Café & Crafting
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)

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- **Support to thrive and develop your career**
- **Progression opportunities**
- **Culture of learning & development**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**

Overview - duties

1. To support the HR Senior Management Team on the delivery of a professional HR Service including corporate strategy development and design of HR business solutions.
2. To act with a high degree of day to day decision making autonomy, taking the initiative as required to ensure that prompt and high quality HR advice is given
3. To develop and maintain excellent professional working relationships with internal and external customers, partners and stakeholders and influence the direction of travel within services
4. To advise and provide high quality support to managers on organisational change matters and human resource planning to ensure the end to end process is robust, effective, timely, considerate and legally compliant.

Purpose - objectives

The role of Business Partner is to work with specified services which will change from time to time, and to be the primary contact for middle and senior managers on a range of HR issues and to work closely with Service Management Teams to align with the business strategies and objectives.

To provide a professional and influential HR service advocating for a wide range of customers to enable a strategic approach to HR management and development, supporting the achievement of the Council strategic priorities.

To deliver and continuously improve a quality HR Business Partner service to a wide range of customers, and ensure it is responsive, solution focused, legally compliant and people centred.

To play a lead role in the delivery of the HR/OD Service Plan to ensure that it is complementary to directorate priorities and the overall vision for the Council

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Person specification



Assessed via Application Form

Skills, Experience & Knowledge

1. CIPD Member and IPD qualification equivalent to at least Level 5 (Intermediate)

2. Relevant HR Experience gained in a complex organisation with multiple stakeholders

3. Experience of operating in a BP environment, working with senior managers to create positive and effective business outcomes

4. Experience of working within a unionised environment

5. Able to deliver with minimal supervision, organise and prioritise workload and meet tight deadlines when required

6. Experience in the development and implementation of employment policies and procedures

7. Thorough understanding of employment law and equalities legislation

8. Ability to influence stakeholders to achieve objectives

Values

Pioneering, Passionate & Proud

Please confirm you are willing to adhere to these values and behaviours

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Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

Skills, Knowledge and experience	How assessed (A, I, P Assessment, Interview, Presentation)
1. Experience of presenting sound and well-reasoned arguments resulting in agreement / behavioural change	Interview
2. Experience of change and project management	Interview
3. Ability to influence stakeholders to achieve objectives	Interview
4. The ability to coach managers through complex issues	Interview
5. Ability to translate complex issues, generate and define solutions and operationalise proposals	Interview
6. Excellent IT skills (including excel & PowerPoint) and the ability to manipulate complex information	Interview & Presentation
7. The ability to coach managers through complex issues	Interview
8. Experience of operating in a BP environment, working with senior managers to create positive and effective business outcomes	Interview & Presentation