**Job Description and Person Specification Profile**

**HR/OD BUSINESS PARTNER MANAGER**

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| **Team:** | **HR Strategy & Operations** |
| **Service:** | People and Workforce Development |
| **Salary & Grade/Band/Pay Range**  **Job ID:**  **Professional Grade Category:** | *Grade K (SCP 44 – 47)*  *MH04A*  *N/a* |
| **Responsible to:** | *Head of HR Strategy & Operations* |
| **Contract Basis:** | *Permanent* |
| **Hours Per Week:** | *36 hours per week* |
| **Working Pattern:** | *Monday to Friday (flexible / hybrid working)* |
| **Location:** | *Main office Base / Home-working role* |
| **Probationary Period:** | 12 months |
| **Criminal records Check required:** | *N/A* |
| **Politically Restricted Post:** | *N/a*  [*https://intranet2.tameside.gov.uk/hr/polrestictpost*](#) |

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| **What’s the role, and what are we looking for?** |
| **The role will deliver key People Plan objectives by effective management, growth and development of the workforce to support the corporate priorities. It will lead and manage a team within the Organisation and Workforce Development Service in delivering an effective and comprehensive Business Partner approach. This role will be responsible for leading on HR Policy, Workforce Change and Workforce Planning across the organisation, providing dedicated and tailored HR and OD support to Directorates to ensure the delivery of high quality and cost effective services across the organisation. It will foster a high performance culture within the service ensuring efficiencies are maximised and continuous improvement occurs, whilst facilitating positive, regular engagement with all stakeholders.**  **Main Duties and Responsibilities include:**  *This list is not exhaustive, and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.*   1. *To manage the Business Partner Team, ensuring the use of accurate and effective workforce information for the purposes of performance management and workforce planning, ensuring long terms plans that support workforce development, talent management and leadership development.* 2. *Ensure trends identified in workforce information are highlighted and appropriate interventions are designed to address and resolve specific workforce related issues throughout the organisation. Support management teams in interpreting the information and planning interventions to achieve strategic objectives and increasing workforce productivity.* 3. *Lead workforce strategy, policy development and review to implement organisational transformation and policy change; consulting with appropriate stakeholders and engaging with the workforce to achieve positive workforce outcomes* 4. *Lead the development of workforce plans that demonstrate effective workforce transformation and sustainability to support our services, promoting positive and productive partnership working with staff and trade unions and actively involve them in both strategic and operational issues* 5. *Lead identified workforce programmes from development through to implementation to improve organisational and workforce outcomes e.g. Workforce Planning and Service Redesign.* 6. *To play a lead role in the development and implementation of Workforce Development plan(s) supporting the development of an open, transparent and inclusive culture with a strong focus on innovation and improvement* 7. *Horizon scanning, leading on and ensuring an up to date knowledge base of employment law, organisational and workforce development approaches and initiatives; locally, regionally and nationally* 8. *Oversee workforce data analysis and reporting for internal and external returns to inform HR and OD policy and interventions i.e. equality and diversity metrics, HR and workforce metrics* 9. *Write comprehensive business cases, outlining drivers for change, benefits, financial and workforce implications and risk management considerations based on sound intelligence and / or data, to influence and secure workforce change decisions* 10. *Work collaboratively with senior leaders to influence, challenge and support continued improvement in service delivery to achieve organisational goals; with people at the heart of everything we do* 11. *Identify short, medium and long-term resourcing opportunities – matching resources to future need, identifying talent and growth prospects. Supporting the development of workforce succession plans* 12. *Provide transformational advice on change management initiatives including, consideration of alternative delivery models, service redesign and job design and talent management in order to improve service delivery and workforce capability* 13. *Provision of a professional advisory/consultancy service on human resource/workforce development issues across the organisation, schools and external customers, developing organisational specific HR solutions* 14. *Play a key role in developing a values based culture organisation that can deliver a better and fairer place for everyone* 15. *To take responsibility for own learning and development, keeping up to date on all employment related legislation and organisational development best practice and actively sharing knowledge with others* 16. *To contribute to the continual improvement of the People and Workforce Development Service, including identifying opportunities and supporting activities to ensure we have an appropriately skilled workforce and an inclusive culture and ethos that enables all to do their best whilst enabling good health and wellbeing* 17. *To undertake research and project work on organisation and workforce development issues including preparing and presenting reports* 18. *To develop, monitor and maintain systems and processes to ensure practices and procedures are continually improved* 19. *To maintain a thorough knowledge of and a strong commitment to the Council’s Equality Strategy. Ensure that all advice/guidance is within the framework of the policy and workforce policies are inclusive and promote equality.* 20. *To work flexibly across the service to ensure the effective service delivery* 21. *To deputise for the Head of Organisation and Workforce Development in their absence.*   The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post. |

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| **About you** |
| **Your essential qualifications**   * Human Resources Qualification   (Human Resource Management Degree / Combined Degree with Human Resources / Employment Law qualification (Level 6 or above) OR Any degree with CIPD Post Graduate Diploma (Level 7 or above))  **Your essential skills, knowledge and experience**   * Experienced leader who can manage, engage and motivate teams and individuals to deliver shared outcomes * Ability to use a management style appropriate to the situation * Ability to provide others with a clear sense of direction and feedback on performance * Works cooperatively, effectively and sensitively as part of the team * Actively promotes equity and seeks to redress inequity and discrimination * Ability to think strategically and laterally * Experience of providing specialist advice and support to a range of customers * Keeps up to date on relevant information and changes in legislation * Proven technical skills and ability in the role and a record of accomplishment for delivering outcomes * Professional credibility through proven relevant experience * Models and demonstrates our STRIVE values and leadership behaviours * Understanding of the bigger picture and broader context, and an ability to translate to a local setting * Openness to the views of others and an ability to constructively challenge and be challenged. * Analytical skills that allow you to make systematic and rational judgements based on relevant information to inform workforce strategies and plans. * To proactively research and seek out best practice approaches and implement these effectively in the organisation, service and people. * To remain positive, calm and controlled under challenging circumstances * To communicate with clarity, conviction and enthusiasm and to demonstrate integrity, create rapport and build trust and confidence * Ability to translate complex ideas and information into meaningful and user-friendly information * Ability to bring people along and ensure all audiences understand the key messages. * Ability to bring together multi-faceted activities to improve performance and resolve business critical issues Evaluates a variety of solutions before taking decisions and demonstrate readiness to make and implement decisions * Can acknowledge own pressures and their impact on self and others   **If you have the following experience or qualifications – then that’s great!**   * Member of the CIPD * Non-certified training for trainers and/or group work facilitation (such as Train the Trainer) * Project Management Qualification/Course * Job Evaluation Accredited Assessor   Accredited assessment qualification (such as Training Diploma, Teaching Practice, Assessor Certificate, Internal Quality Auditor etc.) |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**VALUE DIFFERENCE**

We are all recognised for our individuality, commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.