

Job Description and Person Specification Profile

Job Title	HR/OD Business Partner
Job ID	MH11
Service	People & Workforce Development
Grade	Grade J (SCP 40 – 43, with a professional bar point at 41)
Reporting to	HR/OD Business Partner Manager

The Role

This role will deliver key People Plan objectives to support the effective management, growth and development of the workforce to support the [Corporate Plan](#). Through the provision of a comprehensive HR offer, the role will lead policy and organisational change programmes embedding improved outcomes for the workforce. Supporting senior leaders to deliver service outcomes through effective workforce management and succession planning.

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.

- 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
- Lead identified workforce programmes from development through to implementation to improve organisational and workforce outcomes e.g. Workforce Planning; Workforce Engagement; Equality, Diversity and Inclusion; Health and Wellbeing and Talent Management
- 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
- To manage Assistant HR Consultants, Assistant HR Business Partners, Trainees, Business support within the service area
- 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
- 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
- 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
- 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

- Collaborate with internal and external partners to deliver workforce objectives through managing organisational change programmes effectively i.e. service review, TUPE, Terms and Condition changes etc.
- To effectively build networks and maintain relationships with key stakeholders across the organisation, partner organisations and trade unions, to work collaboratively when developing and implementing workforce projects to ensure their engagement and support
- 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
- 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
- Play a key role in developing a values based culture organisation that can deliver a better and fairer place for everyone
- 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
- 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

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.

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

- Proven technical skills and ability in the role and a record of accomplishment for delivering outcomes
- Professional credibility through proven relevant experience
- Ability to lead and manage workforce change projects, taking account of organisation context and external factors, through effective project management
- 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 inform workforce strategies and plans.
- To proactively research and seek out best practice approaches and implement these effectively in the organisation, service and people.
- Ability to motivate, engage and develop people to deliver shared outcomes.
- To remain positive 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

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

Working together, we are proud to work for Tameside

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

