
Your job

Job Title: Business Partner (Projects, Policy and Trade Unions)

Service: HR & OD

Grade: G10

Reporting to: OD Business Manager

You will contribute to the Council's achievement of the Progress with Unity vision and strategic priorities by taking a lead role in the co-ordination of all HR & OD project and policy activity aligned with the Council's OD Plan, and wider Council Transformation Plans.

You will work closely with the HR & OD extended management team, and specifically with relevant project leads across the service, to ensure effective management and delivery of all projects within the HR & OD programme portfolio to agreed timescales. You will play a key role in supporting the transition to a strengthened project management approach, including contributing to the development of the team. As the new model embeds, you will begin to take on leadership of the project management team, ensuring resources are deployed effectively across programmes and supporting the successful delivery of each project. You will ensure effective delivery across the lifecycle of the project from project initiation to planning, stakeholder engagement and management, and evaluation and use of lessons learnt; ensuring that we are able to measure and evidence the effectiveness and impact of HR & OD activity. You will provide strategic co-ordination and oversight of policy development across the service, ensuring that policy development is effectively planned, delegated as appropriate and delivered through collaboration between project team members and subject-matter specialists.

You will identify need linked to legislative developments and organisational learning, establishing priorities, ensuring alignment with Progress with Unity, our behaviours and our Six Ways of Working.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Develop, deliver and embed a framework to support the effective project management of all HR & OD projects and initiatives, including the development and/or refresh of project plans, timelines, and associated templates/documentation.
- Establish mechanisms for providing visibility of progress and status of all HR & OD projects and policy development work, including providing regular programme updates to the HR & OD extended management team.
- Establish mechanisms for evaluating and measuring the impact of HR & OD projects and policy to aid learning and to enable us to evidence success and added value.
- Work closely with the Service Lead (HR & OD) and Business Manager (Front Facing Team) on project delivery associated with the creation of the HR & OD 'Front Door'.
- Act as the lead co-ordination point for policy-related projects, translating legislative changes (e.g., the Employment Rights Bill) into actions, timelines and implementation plans.
- Co-ordinate the ongoing development and/or refresh of HR & OD policies, procedures and associated toolkits (including those associated with the Employment Rights Bill) ensuring that they are legally compliant and reflective of best practice.
- Ensure that our approach to the development and delivery of HR & OD policy and projects includes meaningful engagement and coproduction with relevant internal/external stakeholders, including

the involvement of our staff networks to ensure that we can continue to drive forward inclusion and address inequalities.

- Drive a consistent, high-quality approach to project management, including assurance, governance, milestones and reporting standards across all programmes.

On an ongoing basis you will:

- Lead, manage, coach and inspire the project team, supporting their professional development, succession planning and talent management.
- Work collaboratively with HR & OD extended management team to identify and prioritise all HR & OD project and policy activity and agree key deliverables and timescales.
- Monitor dependencies, risks and required escalations across programmes, providing expert advice, constructive challenge and influence to ensure these are co-ordinated appropriately, risks are managed, barriers are removed and projects deliver high-quality outcomes.
- Ensure that as a service we continue to embed Progress with Unity, our behaviours and Six Ways of Working within all our project and policy activity.
- Ensure legal compliance, identify and make recommendations on ways to mitigate associated risk, and ensure appropriate Data Impact Assessments and Equality Impact Assessments are carried out consistently.
- Ensure accountability for the delivery and associated work of HR & OD projects and policy is clearly identified and delivered to agreed timescales.
- Draw on skills and expertise from across the wider organisation/ system as appropriate to support project development and delivery.
- Proactively research and identify best practice relating to HR & OD projects, horizon-scanning for trends and using evidence-based insights and applying creativity and innovation to design and deliver impactful workforce transformation projects.
- Act as a constructive bridge between our strategic Progress with Unity priorities and operational HR practice, using insight, curiosity and challenge to appropriately question existing approaches, influence decision-making and co-design improved policies, processes and ways of working that strengthen outcomes for our workforce and wider Place.

- Participate in programme meetings, and project meetings where appropriate, to support the transition to a strengthened project management framework, ensuring there is clear oversight of project activity, tracking, accountability and actions identified and measured.
- As the new project management approach embeds, support project team members and HR & OD colleagues to lead and contribute effectively in project meeting spaces, using the new project management framework.
- Develop and maintain guidance, templates, tools and resources that underpin strong project planning and organisational change activity.
- Take a lead role in the communication of key updates to workforce and schools policies working with our internal communications team as appropriate.
- Upskill other HR & OD team members to help develop and update policies and procedures.
- Coordinate the planning and delivery of policy engagement events for both the Council and our external customers.
- Oversee the Trade Union facilities agreements, including annual review of membership numbers vs facilities time, maintaining the workplace representative list/contract details and requests for facilities time off.
- Attend meetings or other relevant employment law events and seminars as appropriate ensuring relevant learning hours are organised to share appropriate learning.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Role-model the Team Wigan behaviours (positive, accountable, courageous and kind) in all aspects of delivery and leadership.

Working Arrangements

The contractual hours for this post will be worked flexibly to meet the needs of the role and the service. Work will be carried out across Council buildings and/or community venues across the borough.

It is our priority to ensure that the role is fulfilled effectively and while there is flexibility to work from home when service delivery allows, the expectation is that staff will attend the workplace for a **minimum of two**

days per week. However, depending on service requirements, you may be required to work **your full contractual hours on site** at Council buildings and/or Community Venues.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- CIPD Level 7 qualification or equivalent experience/knowledge relevant to the role.
- A relevant project management qualification (e.g., PRINCE2, Agile, APM) or equivalent experience, or willingness to work towards one.
- Significant experience of providing professional direction to Senior Management, on complex HR / Employee relations issues.
- Demonstrable experience translating organisational strategy into deliverable plans, achieving agreed quality standards, outcomes and measurable impact.
- Proven ability to build effective relationships and work constructively and collaboratively with Senior Management and stakeholders including Trade Unions, whilst overseeing the co-ordination of our Negotiation and Consultant Framework.
- Strong influencing and negotiating skills, with the ability to secure commitment, resolve issues and support effective decision-making.
- Evidence of robust project management capability, including planning, tracking, risk management and delivery to tight or competing deadlines.
- Experience contributing to the development, refresh or coordination of HR & OD policies, supported by an understanding of policy governance and legislative implications.
- Strong analytical, problem solving and decision-making abilities.
- Experience of supporting transformational work streams and complex transformation programmes.
- Strong understanding of employment law, Local Government and Teachers terms and conditions of employment, and HR & OD best practice.
- Excellent communication and interpersonal skills, with the ability to present information and facilitate engagement with a wide range of audiences.
- Strong organisational and time-management skills, with the ability to manage competing priorities in a fast-paced environment.
- Ability to work independently and as part of a team

- Ability to work flexibly and travel in and out of the borough (when required).

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”