| Job Title: | HR Business Partner |
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| Service Area: | Customer Services & Transformation |
| **Band & SCP:** | **Band 8 (SCP 28-31)** |
| Reports to: | HR Manager |
| Responsible for: | n/a |
| Team: | HR |
| **Location:** | **Brocks Hill Council Offices** |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

Provide a professional HR and Employee Relations support and advice across the Council.

**Key Responsibilities**

* Act as an HR Business Partner to designated teams within the Council helping managers understand their people management issues and work with them to identify solutions.
* Provide accurate and timely advice, guidance and support on a range of workforce issues including interpretation of HR Policies.
* Provide advice and guidance to managers on complex employee relations matters including disciplinary, grievance, capability, and absence management.
* Oversee staff attendance and absence monitoring
* Support Performance Management processes advising managers regarding issues and processes.
* Provide advice to managers on the job evaluation process.
* Coach managers and team leaders in best practice people management ensuring ownership and accountability.
* To embed good HR performance practices across the Council.
* To support the HR Manager with the local delivery of the People Strategy and agreed priorities.
* To undertake HR performance monitoring on a monthly basis.
* To support organisational change initiatives across the Council.
* Undertake complex OH referrals where required including applications for ill health retirement.
* To produce HR Performance Metrics as required.
* To create and deliver training courses across the organisation on areas of HR good practice.
* Liaise with Trade Unions on an adhoc basis.
* Assist with risk assessments in relation to sickness absence, maternity, mental health support and injury at work.
* To promote health & wellbeing across the Council
* Take the lead on allocated HR projects.

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.