Job Title: HR Business Partner Date: 18 December 2024

|  | Essential | Desirable |
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| Relevant Knowledge and Experience | Relevant experience in a similar HR role.  Demonstrable experience of managing a range of ER case work including investigations, grievances, disciplinaries, capability and sickness absence.  Strong working knowledge of UK employment law  Evidence of continued professional development (CPD) in HR related topics.  Experience of using HR Information Systems for reporting. | Experience working in Local Government or for a Public Sector Employer.  Experience of developing training courses.  Experience of delivering training courses.  Experience of acting as an HR Business Partner |
| Qualifications | Qualified to a good standard of general education (4 GCSEs or equivalent)  CIPD Level 5  Chartered Member CIPD. |  |
| Skills and Abilities | Excellent communication skills.  Excellent IT skills  Numerate.  Able to organise and prioritise work to meet deadlines.  Strong attention to detail.  Effective team worker  Problem solving skills  Ability to interpret HR Policy and legislation and provide pragmatic solutions, balancing risk where appropriate.  Relationship building skills  Ability to assess risk and provide sound advice.  Flexibility in terms of hours and duties  Ability to influence/negotiate to get the right outcome  Ability to remain calm whilst under pressure  Treat all individuals with dignity and respect |  |
| Other Requirements | To demonstrate and promote the Council’s visions and values.  Discreet and understanding of the need for confidentiality |  |