

Job Description

HR Business Partner

RESPONSIBLE TO: HR Manager

JOB PURPOSE:

The purpose of the HR Business Partner role is to work closely with senior and middle managers to provide specialist advice and support for their service delivery and business development, building their management capability through coaching and guidance.

'WHAT' – you do!

- To lead and contribute to the development and delivery of specific people related projects and initiatives as identified as part of the People Strategy.
- To work towards enhancing the capabilities and performance of middle and senior managers, through providing one to one coaching and identifying other suitable development and support methods, collaborating with the Learning & Development Business Partner to devise and deliver tailored management development programs.
- To collaborate with team managers to identify ways to maximise individual and team performance and development, encouraging training needs analysis, talent development and succession planning to take place within teams and addressing the causes and negative impact of high staff turnover..
- To advise and support managers on handling performance, conduct, ill health capability and internal conflict issues within their teams, including formal employee relations cases; coaching and partnering managers to implement these polices and to achieve constructive outcomes wherever possible.
- To develop an understanding of the strategic and operational context for service areas to support the delivery of business goals. This includes attendance at regular management meetings and visits to services and teams on a frequent basis.
- To support managers with advice and assistance with recruiting to vacant posts, including writing Job descriptions, designing questions and adverts to devising innovative approaches to posts which are challenging to fill.

'HOW' – you do it!

We deliver the above by displaying the following example behaviours:

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour - HOW		
Transparent with your teams and peers	E	I
Restless in your approach to finding better ways	E	I
Upfront and honest	E	I
Skilled - continually improving	E	I
Together – championing a “one team” ethos	E	I
Qualifications		
CIPD qualified	E	I/C
Evidence of Continuous Professional Development	E	I/C
BPS qualified in Level A Occupational testing and level B intermediate stage	D	I/C
Qualified Mentor & Coach	D	I/C
Skills, Abilities, Competences – WHAT		
HR Generalist with experience of complex HR issues	E	I/A
Detailed knowledge of employment law and legislation	E	I/A
Influencing management to successful outcomes in order to protect against business risk	E	I/A/S
Experience of leading and influencing organisational change projects including restructures and redundancy programs	E	I/A/S
Employee Engagement initiatives including Sunday Times top 100 and IIP	D	I/A/S
Building capability and capacity in a changing environment	E	I/A
Strong and decisive leadership that is resilient, confident and resourceful	E	I/A
Problem solving & making sound decisions whilst using good judgment	E	I/S
Having COURAGE to use (good) judgement, take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	I/S
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	I
Effectively managing Customer expectations	E	I/A
Stakeholder Management	D	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I
Knowledge of employment law and legislation	E	I/A
Influencing organisational change projects	D	I/A

METHOD OF ASSESSMENT

- A** Application form
- I** Interview
- S** Skills Test
- C** Production of Certificates

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.