HR Business Partner
£53,974 - £70,052
Woodcock Street, Aston, Birmingham
Permanent

Working 36.5 hours per week. Birmingham City Council Adults Services are embarking on ambitious plans for change.

Adults are looking to a new organisational design which will seek to enhance delivery and increase well-being for Birmingham’s citizens, working with strategic partners to support ongoing positive life outcomes.

As a member of the Directorate Management Team the role of the HR Business Partner is to contribute to the development and delivery of this strategy.

As a member of the HR Leadership Team you will play a lead role in the leadership team – bringing in intelligence about service directorate needs and future plans and shaping support service provision and quality standards.

You will have an understanding of all HR disciplines, be confident in areas of employee relations, employment law, organisational design, and have experience of providing advice and delivering change.

The ability to build relationships is central to the role. Strong influencing skills and analytical thinking together with project management skills in a demanding and complex environment are essential.

We are looking for energetic individuals to join the team who will support on the delivery of service initiatives and beyond.

This is a demanding and rewarding senior role and an excellent opportunity to contribute to the collective ambition of the largest City Council in Europe.

For any Informal enquires please contact Shaune Loughlin on 07917 172424

Ref: EC0912017

Closing Date 05 May 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Job Description

Job Title: HR Business Partner  Grade: GR7
Division: Human Resources

1. **Job Purpose**

   As a member of the Senior Leadership Team/Departmental Leadership Team, the HRBP contributes to the development of departmental and directorate strategy as well as acting as a subject matter expert in relation to people issues.

   A trusted advisor on HR issues and will support and define strategic HR interventions in line with business needs and future requirements. The HRBP will forge strong relationships with senior stakeholders such as the Directorate and Corporate Senior Leadership Team, Cabinet Members and Elected Members.

   The HRBP also plays a lead role in the HR Leadership Team to contribute with intelligence about service area/directorate needs and future plans and shaping support service provision and quality standards.

2. **Duties & Responsibilities**

2.1 To enable the delivery of departmental and directorate strategy through the effective planning of and development of people resources.

2.2 To support the development, delivery and continuous improvement of quality HR services and processes to the directorate/service area.

2.3 To feedback information and intelligence about the future requirements of service areas to enable the continued strategic development of support services.

2.4 To provide professional high level strategic HR support and advice on complex HR matters to the leadership team in the directorate.

2.5 To provide strategic advice and support on the design and development of HR initiatives in support of the HR Strategy, using expert knowledge of the service area and an in-depth knowledge and understanding of the wider professional HR agenda.

2.6 To work in partnership with the Corporate Director, Service Directors and Assistant Directors to build management capability and support Self Service.
2.7 To work with the Corporate Director, Service Directors and Assistant Directors to build capability to manage employee relations/Trade Union engagement and improve the effectiveness of consultation.

2.8 To role model and champion the BRUM Leader model and support a performance and outcome based culture within departments.

2.9 To provide strategic HR advice and support to organisational design activity, service redesign and restructures.

2.10 To act as a change agent and champion for HR initiatives across the directorate or organisation gaining acceptance from key stakeholders.

2.11 To support the directorate to develop their managers providing advice and guidance on individual and team performance.

2.12 Work with the directorate to develop strategic workforce plans which identify resource requirements, succession plans and development plans.

2.13 To address key HR performance (e.g. absence, disciplinary, equalities data) issues and drivers, proactively working with relevant managers in assessing people issues, determining appropriate strategies and HR interventions to overcome them.

2.14 To provide strategic leadership on HR critical areas such as workforce planning, performance, reward, talent management, organisation development, change and leadership.

2.15 To pro-actively identify and influence improvements to HR services and processes through liaising with relevant senior managers and HR colleagues.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Director of Human Resources

3.2 **Level of Supervision**

Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

HR Senior Practitioner x 2

5. **Special Conditions**

- **Contacts**

Chief Officers, Heads of Service, Elected Members, Staff working in related areas in other City Council directorates.
• **Equality/Diversity**

Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity to service delivery through the Equality Impact Needs Assessment process.

• **Sustainability**

Promote the City Council’s sustainability strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and those resources are disposed of in a sustainable way.

• **Health & Safety**

Implement the Directorate of Health and Safety Policy ensuring that there is

- Regular and systematic identification, review, evaluation and control of risks.
- Promotion of safe working practices.
- Action to stop unsafe working practices and procedures
- Compliance with the Health & Safety Policy

6. **Other Details**
**Person Specification**

**Job Title:** HR Business Partner

**Grade:** GR7

**Division:** Human Resources

**Method of Assessment (M.O.A.)**
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>1. Professionally qualified to MCIPD level or equivalent</td>
<td>AF &amp; C</td>
</tr>
<tr>
<td></td>
<td>2. Committed to continual professional development for themselves and their team</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td>NB: Full regard must be paid to overseas qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>1. Evidence of a thorough understanding of local government and its context and in particular the people issues within the local government sector.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td>(Relevant work and other experience)</td>
<td>2. Excellent understanding of HR policies, processes and practices demonstrated in a complex environment undergoing change.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td></td>
<td>3. Demonstrable track record of proactive HR actions and activities and ability to customise approaches to meet customer needs.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td></td>
<td>4. Extensive experience of delivering business focused HR Solutions.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td></td>
<td>5. Experience of scoping and taking a lead role in delivering on successful large, long term projects, service improvement or change initiatives.</td>
<td>AF, I &amp; P</td>
</tr>
<tr>
<td></td>
<td>6. Experience of persuasion and influencing skills at Director and Member level including over a range of contentious issues.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td><strong>Skills &amp; Ability</strong></td>
<td>1. Strong influencing and consultancy skills and ability to support evidence based decision making.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td>e.g. written communication skills, dealing with the public etc.</td>
<td>2. Ability to multi-task – operating successfully in a demanding, complex environment where the ability to manage demands and priorities is paramount.</td>
<td>AF &amp; I</td>
</tr>
<tr>
<td><strong>Diversity</strong></td>
<td>All employees are expected to understand and be committed to equal opportunities and diversity in employment and service delivery.</td>
<td>I &amp; P</td>
</tr>
<tr>
<td><strong>Values &amp; Behaviours</strong></td>
<td>We put citizens first</td>
<td>AF, I &amp; P</td>
</tr>
<tr>
<td></td>
<td>We are empathetic and respectful in everything we do.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We make time to listen carefully to people to understand their needs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We treat all people with complete respect and understanding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We put themselves in the shoes of the residents to deal</td>
<td></td>
</tr>
</tbody>
</table>
with their issues.
We are patient and helpful.
We always treat people with kindness – ‘the human touch’.

**We are true to our word**
When we make promises we keep them.
We make time to build trusting relationships.
We make sure people who are affected are involved and kept well – informed.
We give people ongoing feedback that helps them improve their performance.
We believe in what we say.
We promptly address any problems.

**We act courageously**
We lead, we manage and we tackle the difficult issues: every day, every one of us.
We are unafraid to ask challenging questions.
We have the courage to speak out on difficult issues.
We will use our initiative to do something differently.
We have difficult conversations when necessary.
We embrace new ways of working to encourage change.

**We achieve excellence**
We get things right. First time, every time.
We give our very best, every day.
We look for ways to keep doing our job better.
We help other people achieve and celebrate their goals.
We recognise mistakes and act to put it right.
We ask for feedback to improve his or her performance.