

Job Title	Human Resources Business Partner
Team	Human Resources
Reporting To	Human Resources Manager

About your role

The post holder will provide an effective Business Partner / Human resources management service across the Mayoral Combined Authority along with supporting the development and delivery of projects and initiatives, new and revised policies and procedures to ensure the service continually meets the organisational requirements.

Why is your role important or how does it add value?

- Through provision of an expert guidance and advisory service to staff and managers
- You will help the organisation drive performance through enabling the organisation to make key decisions by providing effective analysis and advice.
- You will support the HR Manager in delivering key HR initiatives across the HR spectrum
- Driving continuous improvement within your own area of responsibility

What are the tasks or work areas you are responsible for?

- Provide a comprehensive and effective Business Partner advice and guidance service to line managers and employees to ensure that they understand and adhere to all Human Resources practices, policies and procedures, seeking guidance and advice from the Business Partner Manager - Human Resources on an ad hoc basis.
- Pro-actively support, seek out and lead the strategic development and delivery of projects and initiatives, new and revised policies and procedures across all service delivery areas to assist the delivery of the organisation's Workforce Development Strategy and Corporate Delivery Plans.
- Pro-actively support Line Managers in relation to the effective application of organisational Human Resources policies and procedures, acting as the designated Human Resources Representative during disciplinary, grievance, absence and welfare and other such policy application processes where required.
- Undertake specific research to assist in ensuring that 'current thinking' is considered in the development of the Organisational Development strategies and plans as well as associated initiatives, policies and procedures
- Monitor, review and provide management information on the impact of Organisational Development projects, initiatives, policies and procedures, ensuring the effective practical application throughout the organisation, and to inform future strategy development.
- Manage the implementation and communication of new and revised policies and procedures in line with organisational requirements, to assist in ensuring that all employees are aware and understand these policies and procedures.
- Assist in consultation with UNISON at Branch level in relation to operational issues, in order to maintain and develop a positive and constructive working relationship with the recognised trade union of SYPTE.

<ul style="list-style-type: none"> • Manage the maintenance, monitoring and development of the various Information Systems utilised within the Human Resources team, in order to ensure accurate and up to date information is available including the provision of information required for effective workforce planning.
<ul style="list-style-type: none"> • Carry out the production of data, statistics and other organisational development related information to assist internal performance management and satisfy legal requirement such as National Statistics and Audit Commission information requirements.
<ul style="list-style-type: none"> • Maintain the budget information by the recording of information such as commitments, estimated and actual expenditure and assist in the preparation of information in order to ensure the effective utilisation of the team budget.
<ul style="list-style-type: none"> • Produce, maintain and manage reports and reporting processes to inform internal and external stakeholders and customers
<ul style="list-style-type: none"> • Work collaboratively with other team members and other employees across the organisation
<ul style="list-style-type: none"> • Negotiate and liaise with suppliers, contractors and external service providers to ensure best value/level of service for the organisation and its customers.
<ul style="list-style-type: none"> • Undertake any other duties commensurate with the role as requested by management.

About You

What kind of **behaviours** are important?

Ambition	Respectfully critical of the team in terms of underperformance, challenges the behaviour of others if needed
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented
	Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation
Integrity	Consistently applies a high level of attention to detail, even when faced with time pressures
	Able to successfully manage multiple project streams simultaneously
Collaborative	Openly expresses differences of opinions with colleagues and team members in a professional, respectful manner
	Has the self-confidence to admit mistakes or errors when debating and working with others
Flexible	Engages with and consults with the team when appropriate with regard to the need for change and implementing new ideas
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What **qualifications** or wider knowledge do you need?

What qualifications or wider knowledge do you need?	Rank	Measure
Knowledge of Employee Relations and relevant UK & EU law relating to Employment law	E	A/I
CIPD Qualified or an equivalent recognised Human Resources qualification	D	A

4 GCSE's Grade C or above (or equivalent) including English Language and Maths	E	A
Good knowledge of Microsoft 365	E	A

What previous experience is needed?	Rank	Measure
Proven experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues.	E	A/I
Previous experience of recruitment and member on recruitment panels	E	A/I
Previous experience of dealing with and managing sickness	E	A/I
Previous experience of working in partnership with a range of stakeholders including managers, trade unions, employees and external partners.	E	A/I
Experience of leading and shaping work with others from different professional backgrounds to achieve organisational priorities	D	I

What skills should you have?	Rank	Measure
Excellent written and oral communications skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders	E	A/I
Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences.	E	I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.	E	I
Skills analytical thinker with ability to critically assess requirements and select 'best fit' approach to meet organisational needs	E	I
Ability to work within a dynamic and changing environment, leading others through changing established ways of operating.	E	I
Ability to work on own initiative, prioritise work to deadline and pay attention to detail	E	I
Ability to analyse complex information and recommend solutions	E	I
Strong ability to build effective working relationships with internal and external stakeholders at all levels	E	I

Key

E = Essential / D = Desirable

A = Application form / I = Interview