

# Job Description and Person Specification

HR Business Partner

A Lambeth to be proud of



**Job Title:** HR Business Partner

**Department:** People & Workforce Experience

**Division:** People & Workforce Experience

**Business Unit:** People & Workforce Experience

**Grade:** PO9

**Reports to:** Director, People & Workforce Experience

**Responsible for:** N/A

## Context

The People & Workforce Experience function has an ambitious culture change programme. We are committed to engaging the workforce through our vision 'connected by purpose,' emphasising the importance of employees' roles in enhancing the lives of our residents and the communities we serve. Our people are at the heart of the workforce transformation programme with a key focus on improving the workforce experience to understand the moments and things that really matter to them to help them perform at their best.

The Refreshed Workforce Transformation Programme focuses on getting the basics right and describes the following aims to ensure we have the right foundations to enable good people management practice across the council:

- A fit for purpose modern People & Workforce Experience structure which is flexible and responsive to changing needs of the business and staff with the right skills and capability to support the business.
- Clarification of roles and responsibilities for managers, People & Workforce Experience and employees.
- A modern recruitment service that inspires people to seek employment in the council which is simple and easy to follow.
- Providing managers and leaders with the fundamental baseline information and data to make good people management decisions.
- Focus on developing our leaders, managers and People & Workforce Experience professionals on the fundamentals of good people management practices.
- Supporting leaders and managers to make good decisions on people management casework to minimise risk to the council and improve the experience.
- Increased autonomy to all teams and individuals to make decisions direct to the business to resolve issues without the need for bureaucratic decision making and pushing issues to senior level.
- Provide support and guidance to less experienced colleagues.
- Lead in the development and implementation of HR strategies.

## Job Purpose

To work in partnership with leaders, key stakeholders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of Ofqual. Operating as the departmental HR expert, to advise, guide and support staff and managers by providing high level people management and development support across designated directorates.

## **Responsibilities**

### **1. Strategic HR Management:**

- Collaborate with senior management in the assigned department to identify HR priorities from corporate and departmental plans, translating business requirements to effective HR practices and delivering people solutions aligned to the Council's objectives.
- Develop and maintain a knowledge of the external and internal factors affecting delivery from in the assigned area and take action based on the implications from a HR Perspective.
- Commission services, projects or activity that supports the delivery of HR and departmental strategies and objectives; working with third party providers to ensure that services meet business needs and are delivered to agreed standards and timescales.
- Take a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.

### **2. Employee Relations:**

- Have an oversight of all employee relations activity in their area, and work with the relevant specialists to ensure employee relations issues are resolved in a timely manner that promote a positive and inclusive work environment.
- Develop and maintaining good relations (informal and formal) with the recognised trade union and support senior managers on negotiations where necessary.

### **3. Talent Management:**

- HR Business Partners (HRBPs) work closely with leaders and line managers in their assigned area to build their people capability, plan and manage talent and develop approaches that achieve shared organisational objectives.

### **4. HR Policy Development and Implementation:**

- Maintaining a clear understanding and up to date knowledge of the legal framework within which HR operates particular to your assigned area; and work with the policy team to develop HR policies in line with current legislation and modern HR procedures and best practice.
- Ensure line managers are aware of appropriately trained in the application of the Council's people management policies and procedures.

## **5. Change Management:**

- Work with the Casework and Change specialists to support HR-related change initiatives, supporting the organization through transitions and fostering a culture of resilience and adaptability.
- Drive continuous improvement within your own areas of responsibility.

## **6. Data Analysis and Reporting:**

- Analyse and report on HR information to support with benchmarking, performance and the development of HR strategies to inform decision-making and provide insights into workforce trends.

## **7. Employee Engagement:**

- Develop and implement employee engagement initiatives to enhance job satisfaction, motivation, and overall workplace morale.

## **8. Project Management:**

- Lead on Corporate HR & OD projects and strategies that have an impact across the whole Council.

## **9. Training & Development:**

- Be responsible for and engage in your own organisational learning and development and your continuous professional development.
- Support your colleagues with their continuous professional development and organisational learning.

## **10. Stakeholder Management**

- To develop working relationships with key stakeholders and colleagues and collaborate to help support with various ideas and solutions for the HR Function.

## **11. General**

- Make judgements on prioritisation of work to manage workload and respond to urgent requests, supported and directed by the Team Leader and Contact Point manager where appropriate.
- Maintain compliance with the Data Protection Act, GDPR and confidentiality of employee information and the Council's data.
- Drive a culture of continuous improvement through the HR Function by identifying opportunities to make changes to ways of working to reduce support requests through Contact Point, and to maximise the effectiveness and efficiency of the HR Function's operations.

- Ensure through all your work you are committed to all aspects of inclusion and diversity.

### **Flexibility**

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

### **Variation**

This is a description of the job as required at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

## PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Key Knowledge</b>	K1	In-depth knowledge of employment legislation and HR best practices.	✓A
	K2	Excellent knowledge of Human Resource Management	
	K3	Solid understanding of talent management processes, including recruitment, performance management, and succession planning.	
	K4	An understanding of equality issues and commitment to the aims and objectives of the Council's Equal Opportunities Policy	✓A
<b>Key Skills</b>	K5	Strong analytical and problem-solving abilities, with a data-driven approach to decision-making.	
		Strategic thinker with the ability to translate HR strategies into actionable plans.	
<b>Relevant Experience</b>	E1	Proven experience as an HR Business Partner, preferably in a Local Government setting.	✓A
	E2	Proven experience in structural and cultural change management and organisational development.	
	E3	Proven success in developing and implementing HR strategies	✓A
	E4	Proven experience for strategically driving and implementing change at pace	✓A
	E5	Experience of working with leaders, senior managers and trade unions	
	E6	Experience of understanding business requirements, translating into appropriate HR solutions and delivering within budget and to an agreed timescale	
<b>Qualification</b>		Degree in Human Resources, Business Administration, or a related field  Evidence of CPD  Membership of the CIPD	✓A



<p><b>Core Values and Behaviours</b></p>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that</li> </ul>	



		<p>they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>	