



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: HR Business Partner	Grade: MG1
Section: Human Resources	Directorate: Change and Innovation
Responsible to: Head of Business Partnering	Responsible for: Up to five members of staff
Post Number/s:	Last review date: July 2026

Working for the Richmond and Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose:

The HR Business Partner will act as a strategic adviser to senior leaders, aligning people priorities with service plans, workforce needs and organisational objectives. The role will use workforce data, professional insight and employment expertise to support workforce planning, organisational change, employee relations risk management, inclusion and continuous improvement. Working collaboratively across HR, directorates, corporate services, trade unions and stakeholders, the post holder will provide values-led professional leadership and contribute to the wider development of the HR function.





Specific Duties and Responsibilities

- Act as a trusted strategic HR adviser to allocated directorates, working with Directors, Assistant Directors and senior management teams to align people priorities with service plans, workforce needs and organisational objectives.
- Lead the development and delivery of directorate people plans, ensuring workforce planning, organisational design, recruitment and retention, employee relations, culture and change activity are considered in a coordinated and forward-looking way.
- Provide professional insight, constructive challenge and high-level advice to senior leaders on workforce strategy, organisational effectiveness, employee relations risk, culture, leadership and change.
- Use workforce data, management information, case trends and organisational intelligence to identify themes, anticipate risks and develop evidence-based recommendations for senior leaders.
- Support strategic workforce planning across allocated directorates, including consideration of capacity, capability, future skills, succession risks, hard-to-fill roles, agency usage and organisational resilience.
- Advise on organisational change, restructures and transformation activity, ensuring proposals are legally robust, equality informed, financially aware and aligned with corporate and directorate priorities.
- Provide strategic oversight and risk-based advice on complex or high-profile employee relations matters, including employment tribunals, serious disciplinary, grievance, absence, capability and redundancy cases.
- Embed equality, diversity and inclusion into workforce planning, change activity, senior decision-making and leadership practice, supporting directorates to create inclusive, psychologically safe and high-performing working cultures.
- Work collaboratively across HR, Organisational Development, Learning and Development, Recruitment, Payroll, HR Systems, Occupational Health, Legal and Finance to ensure senior leaders receive joined-up, timely and solution-focused advice.
- Build constructive relationships with trade unions, staff representatives and key stakeholders, supporting effective consultation, early engagement and sustainable resolution of workforce issues.
- Identify emerging people themes and organisational learning from directorate activity, using these insights to shape proactive interventions, improve HR practice and inform wider policy or service development.



- Contribute to corporate HR priorities, transformation projects and continuous improvement activity, ensuring the HR Business Partnering model remains strategic, consistent and responsive to organisational need.
- Demonstrate and promote the Richmond & Wandsworth values — Put people first, Embrace difference, Think bigger, Connect better and Lead by example — in all aspects of advice, decision-making, collaboration and professional leadership.
- Deputise for the Head of Business Partnering as required, representing the service professionally and contributing to the wider leadership and development of the HR function.



Expectations of you

- To promote equality, diversity, and inclusion within the remit of your post. playing your role in creating and maintaining an inclusive and supportive environment that values and celebrates diversity.
- To uphold the Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the role.
- To consider and reflect the Councils' key drivers for change, namely responding to the climate emergency and encouraging widespread working from home and flexible working, as appropriate to your role.
- To contribute to the continuous improvement of Council services.
- To comply with all relevant policies including the Code of Conduct.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures, and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- The Councils will keep structures under regular review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, in line with the level of the post.



Person Specification

Job Title: Strategic HR Business Partner	Grade: MG1
Section: Human Resources	Directorate: Change and Innovation
Responsible to: Head of Business Partnering	Responsible for: none
Post Number/s: tbc	Last review date: July 2026

Our Values and Behaviours

Our Values

- THINK BIGGER
- EMBRACE DIFFERENCE
- CONNECT BETTER
- LEAD BY EXAMPLE
- PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
In-depth knowledge of the HR function and roles within it including people management best practice, including the provision of high-level expert advice.	Y		
Knowledge of project management interventions and approaches	Y		
Knowledge of current and upcoming Employment Law and how it should be applied	Y		
Experience	Essential	Desirable	Assessed
Experience of working in a large and diverse HR Service in a managerial or similar role	Y		
Experience of playing a significant role in change management	Y		
Experience of effective, complex case management including disciplinary, absence, capability, grievance, employment tribunals	Y		
Experience of working effectively with and consulting with trade unions and staff representatives	Y		
Experience of managing staff including directly and in a matrix management environment	Y		
Experience of coaching, supporting and influencing senior managers and HR staff in all aspects of people management	Y		
Skills	Essential	Desirable	Assessed
Highly effective oral and written communication skills for resolving difficult situations and writing reports	Y		
Proven track record of successfully managing projects, often with conflicting deadlines	Y		
Excellent IT skills including MS Office	Y		
Ability to apply effectively the principles of equality, diversity and inclusion for the purposes of working effectively with and within a diverse workforce	Y		



Understanding of responsibilities of Children’s Act 2004 in relation to safeguarding children, young people and vulnerable adults as it applies to this role within the Council		Y	
Ability to demonstrate a flexible approach to work to meet ever-changing demands	Y		
Qualifications	Essential	Desirable	Assessed
Chartered Member of CIPD or willingness to study, and evidence of continually updating personal knowledge and expertise in HR best practice	Y		