

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> HR Business Partner	<b>Grade:</b> MG1
<b>Section:</b> Human Resources	<b>Directorate:</b> Resources
<b>Responsible to:</b> Head of Business Partnering	<b>Responsible for:</b> Up to 5 members of staff
<b>Post Number/s:</b> tbc	<b>Last review date:</b> November 2020

### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

## **Job Purpose:**

To lead the delivery of human resources to the Childrens' Services directorate within Wandsworth Borough Council. This may be subject to change in line with the need of the Councils.

To lead a small team of consultants/advisers, build strong relations with the senior staff in the relevant area, and apply an expertise in the wider context of that area. Overall, the role will ensure effective, professional and proactive advice and guidance is provided to managers, staff and other stakeholders at all levels.

## **Specific Duties and Responsibilities**

1. To work closely with the Senior Management team for the directorate to fully develop the directorates' business and workforce plans and key objectives to agree and deliver short, medium and long-term HR Priorities.
2. To be the first point of contact for discussions with the Director and senior management team about directorate HR service needs. In doing so you will normally be an active member of the SMT.
3. To manage the consultancy team for the directorate. To oversee workloads and how to receive/process enquiries handed to the team from the HR Helpdesk and to quality assure the responses.
4. As a senior member of the HR team to support cross team working within HR including leading on improvement projects when required.
5. To identify and support equality, diversity and inclusion initiatives and highlight areas of concern within the directorate, linking with the directorate and corporate equality and diversity forums and staff support groups as necessary.
6. To work with the directorate and the recruitment team to ensure recruitment and retention issues and initiatives are managed proactively and cost effectively and developing a detailed knowledge about, and appropriate monitoring of, the directorate's atypical workforce including agency workers, IR35 and consultants.
7. To take a lead role in the recruitment of Heads of Service and Chief Officers.
8. To take ownership for escalated HR and payroll issues arising from their directorates, proactively liaising with HR colleagues to ensure a timely and effective resolution whilst providing appropriate progress updates to service managers as required.
9. To work with other HR Business Partners to ensure the directorate teams are appropriately resourced, this may require sharing of staff and cover in times of annual leave or sickness.

10. In conjunction with the HR Systems/MI team to supply MI to the SMT, advising and supporting them on conclusions and recommended actions.
11. To work with Chief Officers and Heads of Service to ensure the HR provision meets the needs of all staff within the directorate, paying attention to those not located in Twickenham Civic Centre and Wandsworth Town Hall campus.
12. To collaborate with other HR colleagues to promote resilience within the wider HR team, ensuring enough coverage, communication and support is provided between the members of the team
13. To act as an action learning set with other HR Business Partners to ensure solutions are discussed and proposed without the need for escalation to the Senior Management team.
14. Identify new themes that need proactive directorate specific responses or changes to existing policies and procedures, working closely with the Head of Business Partnering on organisational wide issues.
15. To contribute where needed on work flowing and improving the efficiency of communication/liaison for all HR enquiries, requests for information etc that come into the HR helpdesk and other entry points.
16. To agree and control locations and patterns of contact with managers in direct discussion with SMTs.
17. To lead as needed on corporate projects as defined by the Head of Business Partnering.
18. To lead the consultation, negotiation and other interaction within directorates on key HR projects and other initiatives to ensure the Senior Management team fully understand their suggestions, comments or concerns and can act upon them.
19. To support the links between directorates and other aspects of HR eg Organisational Development, Learning and Development and Occupational Health, to ensure good practice is maintained and directorate specific needs are identified.
20. To build effective working relationships with Trade Union colleagues and other key stakeholders, involving them appropriately and ensuring that channels of communication are open and engaging.
21. To lead on and provide case and risk management support for the directorate on Employment Tribunals, serious and complex employee relations cases, liaising with others in HR as necessary, legal advisors and preparing the SSA case.
22. To deputise for the Head of Business Partnering as required.

## **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.

## **Additional Information**

This post has been created to support the Children's Services Directorate within Wandsworth Borough Council, although it is jointly employed as part of the shared staffing arrangement for the two Councils. This is because the Children's Services for the London Borough of Richmond upon Thames is provided by a separate Community Interest Company, Achieving for Children, with separate HR support.

## Person Specification

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### Our Values and Behaviours

The values and behaviours highlighted on the front page will form a key part of the selection process, so you should ensure you include positive examples of how you can demonstrate them in your application.

### Requirements

#### Knowledge

In-depth knowledge of the HR function and roles within it including people management best practice

Knowledge of organisational development interventions and approaches

Knowledge of current and upcoming Employment Law

#### Experience

Experience of working in a large and diverse HR Service in a managerial or similar role

Experience of playing a significant role in change management

Experience of effective, complex case management including disciplinary, absence, capability, grievance, employment tribunals and redundancy matters

Experience of working effectively with and consulting with trade unions and staff representatives

Experience of managing staff including directly and in a matrix management environment

Experience of coaching, supporting and influencing senior managers and HR staff in all aspects of people management

#### Skills

Highly effective oral and written communication skills for resolving difficult situations and writing reports

Proven track record of successfully managing projects, often with conflicting deadlines

Excellent IT skills including MS Office

Ability to apply effectively the principles of equality, diversity and inclusion for the purposes of working effectively with and within a diverse workforce

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

Ability to demonstrate a flexible approach to work to meet ever-changing demands

#### Qualifications

Chartered Member of CIPD or willingness to study, and evidence of continually updating personal knowledge and expertise in HR best practice