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CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Human Resources** | **SERVICE GROUP: Head of HR** | |
| **POST TITLE: Senior Business Partner   (Service)** | **REPORTS TO: Head of HR** | |
| **GRADE: PO5 / 6** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. **Please see the separate guidance information on how to complete the form located on Bradnet.**

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| **Key Purpose of Post:** | |
| 1. To assist the Head of HR to deliver a HR Business Function to Departments, ensuring that the HR Agenda is developed and delivered effectively to support the Council’s changing needs and delivery of it’s priorities. 2. Responsible for the co-ordination and management of the HR Services internal management processes. 3. Co-ordinate the workload from the departments acting as key point of contact. 4. Manage and lead on HR related projects and interventions both within departments and the HR service 5. The postholder will develop trusted relationships with colleagues across the Council in order to fully understand the needs of the organisation so that they can deliver appropriate HR support and advice to a range of stakeholders. | |
| **Main Responsibilities of Post:** | |
| 1. To assist the Head of HR in ensuring that the Corporate HR agenda is developed and delivered effectively to support the Council’s changing needs and delivery of its priorities, including:  * Development, review and implementation of HR workforce strategies policy and procedures and Terms and Conditions of Employment to deliver the Council’s priorities and agenda’s. * Interpretation, advice / guidance on all policy and procedures, terms / conditions and employment legislation. * Develop strong proactive partnerships with managers to drive up standards of conduct, performance and attendance to improve the organisation’s efficiencies. * To provide support to Job Evaluation and Equal Pay processes as required.  1. To provide advice and direction on high level discipline and grievances ensuring that the wider implications for the Council are considered and reflected in decisions made. 2. Overall responsibility for ensuring the efficient and effective delivery of strategic and operational HR services to Departments providing guidance and support on:    * Strategic workforce planning, including recruitment and retention issues and strategies for addressing these. Planning the workforce in a reducing council.    * Co-ordination / assessment of annual departmental training priorities in liaison with the Workforce Development Team.    * Management of change, alternative service delivery models, restructures, Section 188 processes, TUPE consultation, complex terms and condition issues.    * Support the negotiation and consultation with Trade unions on all workforce issues including local and national agreements and terms and conditions in line with IR Framework and all relevant policies and procedures.    * Departmental Industrial Relation processes with the Trade Unions and staff communications.    * Case management on disciplinary, grievance and capability hearings.    * Driving through performance management. 3. To ensure HR and the Council is maximusing the HRplus contract using the comprehensive MI to drive improvement in Departments, HR practice and organisational capacity, developing strategies around key areas and “hot spots” identified through HR plus MI. | |
| **Structure:**  Please see Final Structure with Grades. | |
| **Special Knowledge Requirement: Essential for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column** | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Lower threshold level – where the person is able to demonstrate that they can during the interview:  a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.  b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves. | x |
| Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas …………….. | x |
| Uses knowledge, safety and environmental policies , procedures and regulations, including risk in own area and/or other areas of work……………..( inc legislation) | x |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | x |
| Oversees or contributes to the management of a budget , keeping costs within agreed levels for own section/team | x |
| Uses, interprets, analyses, communicates complex numerical information. | x |
| Demonstrate understanding of the role and workings of the trade unions | x |
| Able to work in a generalist HR role within a large multi-functional organisation, contributing to strategic/corporate decisions and advising senior managers on HR matters. | x |
| Able to interpret and advise on employment law, employee relations. | x |
| Demonstrate understanding of legislation and policy in relation to HR and workforce issues. | x |
| Able to analyse complex problems and information and arrive at solutions, using technical data in a concise and realistic way | x |
| Able to understand and implement project management and progress reporting | x |
| Strategic understanding of the business needs and financial position of the Council. | x |

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| **Relevant experience requirement: Essential for shortlisting** |
| Ability to provide direct operational HR delivery.  Ability to challenge and debate with Senior Managers on HR practice and capacity.  Ability to Project Management.  Ability to deal with complex cases and sensitive issues.  Experience of Business Partnering |
| **Relevant professional qualifications requirement: Essential for shortlisting** |
| CIPD qualified or equivalent qualifications and 3 years experience or equivalent skill level.  Or at least 5 years experience in Human Resources Management at a professional level within a large multifunctional organisation or equivalent skill level. |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| Mobile / flexible worker with an office base. | | |
| **Special Conditions:** | | |
| You will outline here if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | |
| **Compiled by: MM**  **Reviewed: Nov 2016** | **Grade Assessment Date: March 2016** | **Post Grade: PO5 / 6** |