

# Epsom & Ewell Borough Council

## Role Profile Template

<b>Role Title:</b>	HR Business Partner
<b>Job Family:</b>	Team Leader / Professional (G6)
<b>Service:</b>	HR & OD
<b>Location:</b>	Epsom Town Hall
<b>Reporting To:</b>	Head of People & Organisational Development

<b>Role Purpose:</b>  <i>Why the role exists and its contribution</i>	<p>To provide effective technical and professional guidance that enables the service to maintain high standards and meet statutory requirements.</p> <p>As a member of the Council's team, to contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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## Main Duties and accountabilities

<b>Service Specific</b>	<p>To provide a professional and accessible HR advisory service to managers and staff in accordance with council procedures, employment legislation and best practice.</p> <p>To proactively build and maintain productive relationships with managers to increase the visibility of HR, ensuring an effective partnership approach to people related issues.</p> <p>To develop an in-depth understanding of services and the council's strategic objectives and to ensure that the HR advice provided is relevant and business focused.</p> <p>To support managers with all recruitment and selection activity, ensuring that the council's recruitment processes meet all legal requirements and attract quality candidates. To promote rigorous selection processes that encourage the recruitment of high calibre staff.</p> <p>To oversee investigations and employee relations issues including absence management, discipline, grievance and redundancy, evaluating risk and ensuring that the council's legal obligations are met.</p> <p>To provide expert advice on the management of change, ensuring that all staff are supported whilst adhering to council policies, standards and expectations.</p> <p>To assist in the development and delivery of an annual corporate training plan that reflects the direction of the organisation.</p>
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	<p>To guide, support and coach managers to facilitate sound performance management across the organisation.</p> <p>To regularly review, update and evaluate the council's HR policies and procedures and to ensure that clear and concise guidance is available to managers to support best practice and enhance the council's reputation as a good employer.</p> <p>To participate in cross-service teams and to contribute to the delivery of specific programmes and initiatives.</p> <p>To work in partnership with external providers to source, implement and manage employee benefits and wellbeing initiatives.</p> <p>To provide people related management information, including analysis, insight and recommendations to inform decision making processes.</p> <p>To contribute to the delivery of all transactional HR processes including HR systems and payroll provision.</p> <p>To actively promote diversity, equality and inclusion as part of the culture of the organisation.</p>
<b>Generic Duties</b>	<p><b>Professional</b></p> <ul style="list-style-type: none"> <li>• Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements.</li> <li>• Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments</li> <li>• To provide general advice and support to the organisation in relation to service specific requirements.</li> <li>• To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff.</li> <li>• Manage issues and processes to a conclusion effectively protecting the Council's interests.</li> </ul>

The key decision making areas in the role	
<ul style="list-style-type: none"> <li>• Provision of professional advice and coaching support to others, ensuring effective people management</li> <li>• Contribute to contractual/legal obligations across the HR function</li> <li>• Assessment and management of risk to the Council</li> <li>• Prioritising own workload, including project management of specific allocated projects</li> <li>• Developing and managing relationships with key stakeholders</li> <li>• Knowing when to escalate an issue</li> </ul>	
Customers and contacts	
All staff, managers and Heads of Service, staff representatives, other Local Authorities, external service providers, Government Departments and Agencies, members of the public (job applicants).	
Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> <li>• Risk assessment of employment issues</li> <li>• Monitoring of expenditure against budgets to ensure cost effective and appropriate use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of HR support and advice to approximately 300 staff</li> <li>• Provision and analysis of accurate statistical data to inform decision making processes</li> </ul>

# Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Fully CIPD qualified, minimum Level 5 (or equivalent)	E	X	X
Evidence of continued professional development	E	X	X
<b>Knowledge and Experience</b>			
Comprehensive and up to date knowledge of employment legislation and best practice, with proven experience of providing advice to managers	E	X	X
Demonstrable record of successfully managing a broad range of HR issues, specifically employee relations casework, management of change and the delivery of HR initiatives	E	X	X
Development and interpretation of HR policies and procedures	E	X	X
Experience of identifying learning and development needs and designing or sourcing appropriate solutions	E	X	X
Monitoring, analysis and interpretation of HR related management information	E	X	X
Experience of using an integrated HR/Payroll computerised system	E	X	X
<b>Skills</b>			
Ability to work on own initiative as well as collaboratively with HR colleagues and other teams	E	X	X
Ability to establish personal credibility, build effective working relationships and to engage with and influence contacts at all levels	E	X	X
Highly developed interpersonal and people management skills	E	X	X
Effective communication skills appropriate to the situation, including report writing and presenting complex information to a range of audiences	E	X	X
Ability to plan and manage a varied workload and conflicting priorities, responding effectively to the needs of all customers	E	X	X
Creative and innovative in finding solutions to complex issues	E	X	X
Strong organisational awareness and customer focus	E	X	X
Self-confidence and resilience	E	X	X