
Recruitment information

Job description and person specification

Your title	HR Business Partner (2 years fixed term)
DBS check	This post requires does not require a DBS
Post number	NEW
Your team	Human Resources
You would be based	Civic Centre, Esher
Your line manager	HR Manager



Elmbridge
Borough Council

About the role

You will be an experienced HR professional with a passion for supporting organisational transformation and change. You will thrive in complex environments, supporting senior leaders to navigate change.

This role will support the organisation on transformation and modernisation projects. This role will sit within the HR team but will also work closely with the Service areas undergoing change.

The main purpose of the role:

This role will be responsible for working with the HR Manager to lead and managing all HR matters for up coming transformation and modernisation projects. You will need to support the change process from job redesign, act as the main adviser on the change, be available to colleagues to discuss concerns, provide expert guidance on structures and working practices and ensure compliance with policies and legislation.

The role sits within HR but will work alongside the service areas.

Specific duties and responsibilities

1. Be accountable to the HR Manager and be the HR lead for transformation and modernisation projects, including managing the day to day HR programme of work for these.
2. Support senior leaders to navigate ambiguity within a change programme to achieve objectives.
3. Working with the HR Manager, provide advice on complex employee relations matters.
4. Ensure any change is managed in line with Council policies
5. Working with the wider Policy & Performance Team support the training, learning and development of any newly appointed employees
6. Undertake and lead on work to support job redesign and recruitment as part of transformation and modernisation
7. Support and manage any restructure or redundancy processes related to transformation.
8. With the HR Manager, manage employee relations case work in relation to any transformation.

9. Gather data and analyse to support decisions.
10. Minimise any risks both reputationally or otherwise.
11. Ensure relevant stakeholders, such as the Unions are appropriately involved in and transformation.
12. Undertake any other duties as requested by the HR Manager or Head of Policy & Performance.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Insert title: HR Business Partner
Team: HR
Salary: P040 – 44 £48,857 -
£53,329 (pay award pending)

Post no: NEW
Hours: 36
Car allowance: C4 – occasional
user

Qualifications and education

No	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	CIPD level 7 qualification (or equivalent) in Human Resources or Chartered MCIPD	E	A
2.	Continued professional development	E	A, I

Experience

No	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3	Significant recent experience in senior HR with a strong focus on change management	E	A, I, T
4	Strong employee relations, colleague engagement and project management skills	E	A, I, T
5	Experience of managing restructures or change programmes from beginning to end	E	A, I, T
6	Experience of working with senior leaders and supporting them through change	E	A, I
7	Experience of data management, handling and analysis	E	A, I, T
8	Experience of using itrent	D	A

Knowledge, skills and abilities

No	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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9	Employment law knowledge and experience of using it	E	A, I
10	Knowledge and skills of team and job design including writing JDs	E	A, I,
11	Ability to communicate effectively and compassionately	E	A, I, T
12	Effective written and oral communication skills, including report writing and presentation skills	E	A, I, T
13	Ability to plan a programme of work to achieve desired outcomes	E	A, I, T
14	Ability to create and build effective relationships with a range of managers, stakeholders, employees and professionals	E	A, I
15	Ability to work on own initiative as well as plan, prioritise and meet deadlines	E	A, I, T
16	Able to use variety of IT and digital technologies and programmes, provide data and manage organisational structures	E	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
17	Ability to work flexibly and to attend meetings outside of standard hours as required	E	I