

 <b>WOKINGHAM BOROUGH COUNCIL</b>	<b>Job Description</b>		Job Reference
			712994 712995 712996
Job Title	Assistant HR Business Partner		
Service	Chief Executive	Team	Human Resources
Location	Shute End / Remote		
Reports to	HR Business Partner		
Responsible for	NA		
Grade	Type of position:		Date
Grade 8	Fixed Term Contract		

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

#### **Service Purpose**

Through the people professionals who work within it, the HR & OD function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.

#### **Purpose of the role**

The Assistant HR Business Partners play a key part of the HR operating model, providing support for HR Business Partners in delivering an excellent HR partnering and support service across the Council.

The Assistant HRBP role sits within a team of Business Partners, and supports a Business Partner who will have specific responsibility to lead service delivery aligned to the Corporate Delivery Plan within a dedicated business area. The post holder will therefore require resilience and self-sufficiency, however strong team relationships are required within the HRBP team, to enable the sharing of best practice, mutual support and collaboration on HR initiatives as required.

The post holders will provide ad-hoc reports and information for managers, and will support specific projects and employee relations processes as directed.

The role sits within a wider business partnering team, and the post holder will therefore require resilience and self-sufficiency. Strong team relationships are required within the HRBP team, to enable the sharing of best practice, mutual support and collaboration on HR initiatives as required.

Assistant Business Partners will support HR Business Partners in meeting service objectives and strategies, developing the HR Officer across the Council, e.g. in areas such as policy development and research.

Assistant Business Partners will act as a positive advocate for the wider HR Team within their dedicated area, and ensure two way communication is promoted which allows continuous improvement in HR.

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services and practice, and manager capabilities.

The key to success in these roles is the extent to which relationships with managers across the Council, and HR colleagues, are developed and nurtured.

### **Main Accountabilities**

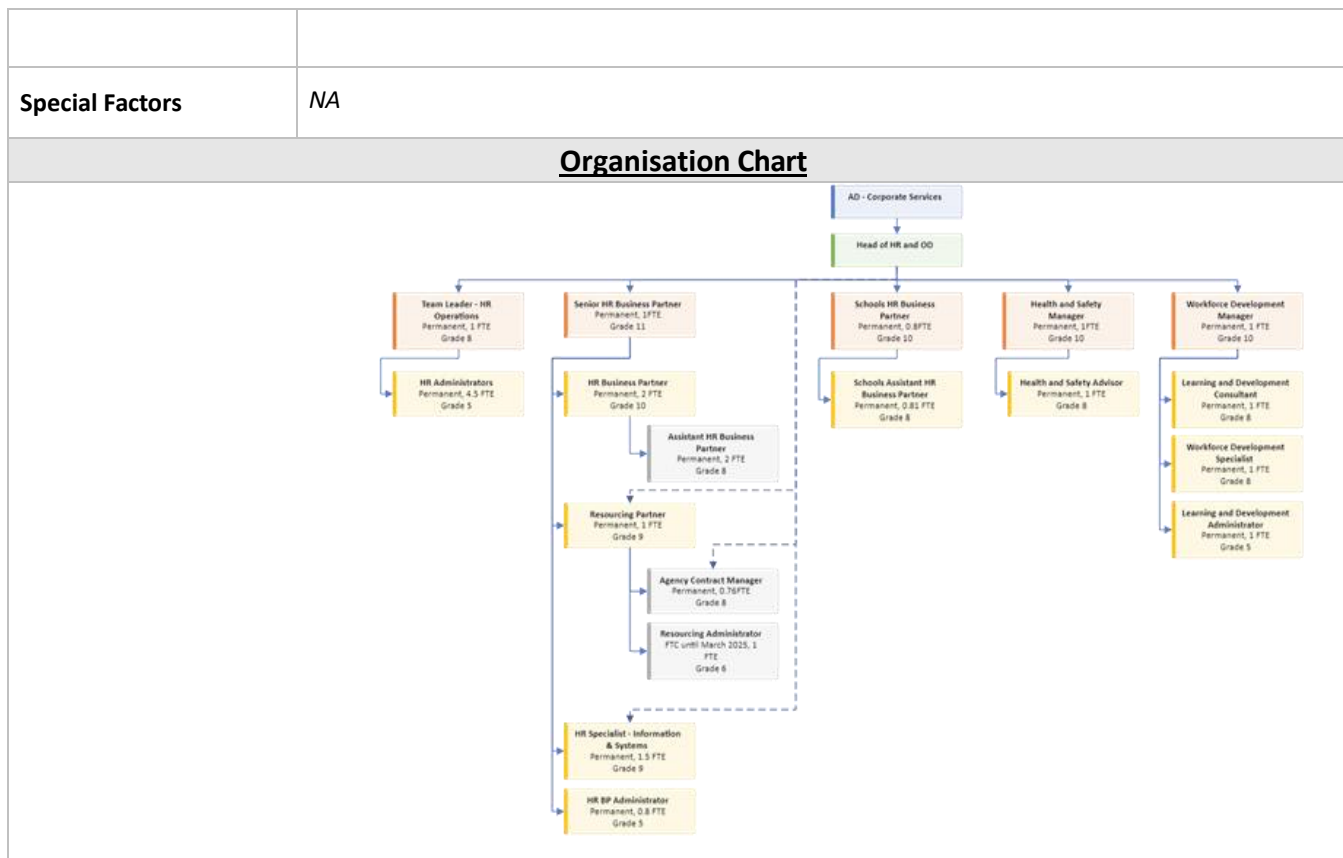
<A list of the main responsibilities and duties to be undertaken set out broadly in order of importance and in a logical order. These should be described clearly. Activities carried out by the job holder must be distinguished from those which they have to see that others carry out. >

1	Work collaboratively with managers and HRBPs across the council at operational level, to contribute to initiatives and actions needed to deliver successful outcomes for projects, goals and operational effectiveness, with a focus on delivering a high performing culture.
2	To provide specialist HR advice to line managers and HR colleagues, ensuring legal compliance and fair and consistent management decisions, supporting the prompt resolution of colleague issues and investigations, and to escalate concerns regarding employee relations or engagement issues to HR Business Partner colleagues, ensuring any recommended actions are undertaken to resolve those concerns
3	To build and maintain strong working relationships with colleagues across the HR function, and in turn work collaboratively with them to deliver and roll out initiatives and projects, and to build and maintain the reputation of HR.
4	To provide MI reports as requested to support the delivery of service objectives, providing analysis of results and identifying trends to highlight any concerns or issues, or the impact of change.
5	To ensure that all employee relations issues are managed effectively in accordance with policy and policy timeframes, providing coaching for managers in good practice where appropriate
6	To understand all HR Policies, providing advice and guidance to managers, and contributing to the ongoing maintenance and updating of policies in line with agreed timetables set by the Lead HRBP
7	To participate in pay and grading work, including carrying out job evaluations, and working with the reward specialist to find solutions to reward-related concerns.
8	Support HR colleagues and managers across the council to roll out Corporate initiatives, e.g. EDI, performance management, ER updates s within business areas
9	Maintaining excellent working relationships with Trade Union colleagues, network groups and other working groups, with a view to maintaining positive employee relations and employee engagement
10	Keeps up to date with UK employment legislation and best practice in the people management arena

<b>Supervision Received</b>	This post reports to an HR Business Partner and will receive general direction and supervision, although the post holder will be expected to work on their own initiative when providing advice and support to colleagues outside of HR
<b>Supervision Given</b>	NA
<b>Contacts &amp; Working Relationships</b>	Post holders will work closely with members of the HRBP Team, but also collaboratively with the wider HR Team. In addition, they will build strong working relationships with managers across their area of responsibility, as well as other colleagues where they need to provide advice or guidance.
<b>Management of resources or budget</b>	NA

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Person Specification		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	Essential	Desirable
	Degree level or relevant professional qualification or expertise	Membership of relevant professional body
	Strong IT skills, including MS Office package experience	
	Excellent customer service skills	
Technical Skills.	Essential	Desirable
	Understanding of UK employment law	TUPE experience
	Data Analysis and interpretation	Job Evaluation
	Excellent communication skills	Coaching
Knowledge	Essential	Desirable
	Influencing skills, with the ability to persuade	

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	managers to take the right approach	
	Building relationships with customers and colleagues at all levels	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
	Experience of resolving HR casework but knows when to seek help	Experience of working on complex casework matters
	Experience of working with multiple disciplines across an organisation	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential
		Change management experience
		Project management experience, with the ability to deliver successful outcomes
		HR Policy development experience
<b>Completed by:</b>		<b>Date:</b>

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