


GLPC Job Description

	Job Title	HR Business Partner (Schools)
	Directorate	Governance
	Department	HR & OD
	Grade	PO4
	Reports to	Schools HR Business Manager
	Staffing Responsibility	HR Business Partners will provide coaching and mentoring to support to HR colleagues as and when required.

Job Purpose:

To coach and advise Directors, Managers and where applicable school leaders on the professional aspects of HR including management of employees, HR policy and procedure, legal implications, formal consultation, and TUPE transfers which ensure the Council has excellent management of its employees and strong employee relations.

To advise on all aspects of change management as it impacts on the terms and conditions, working practices, behaviours, and team structures to ensure the Council / schools have the right workforce to deliver its services and minimises risks.

To deputise for the Schools HR Business Manager when required.

Principal Accountabilities and Responsibilities:

1. Develop a trusted customer-focused relationship with Directors, Managers and school leaders of the assigned business area to support the identification of service priorities, initiatives and agreed outcomes.
2. To provide professional HR and management advice to ensure that the Council and the traded service has excellent management of ER casework. Promptly and reliably identify and apply relevant legislation, policy, strategic and operational priorities, and organisation values that apply in people management situations.
3. Work as a team of HR Business Partners to partner services within allocated Directorates or schools, whilst remaining flexible and co-operative to ensure a fair and reasonable allocation of work across all HR Business Partner teams as and when required.
4. Provide a professional advice service to enable and empower effective management of the workforce through:

Expert and pragmatic advice to ensure decisions taken by managers are well informed regarding safeguarding the employer's position or taking calculated risk.

Giving confident, accurate and assertive advice to influence and inform decision making. Supporting management to achieve service objectives and engage with the workforce in line with the aims of the Council's change agenda and HR Strategy.

Proactively assessing and analysing the people management implications of individual and collective employee and industrial relations matters, identifying legal, financial, reputational, procedural, safeguarding, health and safety and other organisation risks and advising managers concisely and clearly about them to enable them to take appropriate management decisions.

Participate in service and team planning processes so that managers understand the action necessary for them to create and sustain a positive work environment and culture within their teams.

Identify the appropriate HR and OD Service offer that meets their needs along with potential gaps that need to be addressed.

Delivery of HR workshops to line managers and school leaders upskilling them and developing their people management skills to gain a better understanding of HR policies and procedures.

5. Work closely with the allocated HR Advisors providing advice and guidance where necessary.
6. Provide advice and support on change programmes relating to restructures, redundancies, early/ill health and efficiency retirement and redeployment in the Council.
7. Provide advice on job design and undertake job evaluation in respect of reorganisations and reviews, for new posts and where appeals are submitted.
8. Collaborate with managers and HR colleagues to develop and implement workforce strategies, and implement different methods that build capacity in talent management to attract and retain the right staff to fill the Council's diverse jobs.
9. To champion equality, inclusion and accessibility at work through the ongoing development and implementation of the council's workforce equality plan and in accordance with relevant legislation, ensuring an integrated approach to staff management and service delivery.
10. To coach, support and challenge Managers and school leaders to undertake their employee management roles and to ensure that the standards of management is continuously improved for the Council/School.
11. Promote effective relationships with the trade unions, dealing with matters consistently and in a timely manner in accordance with best practice and corporate procedures.
12. Contribute to the on-going maintenance and development of the Council's and Schools HR Policies and Procedures and wider project work.
13. Maintain up to date, accurate and accessible records of work activities undertaken using the case management system.
14. Identify people management risks and advise on how they should be properly addressed e.g., whistleblowing, safeguarding, health and safety, discrimination, harassment, victimisation, DBS risk assessments and eligibility to work in the UK to protect the rights of employees and values of the organisational.

15. Prepare responses to Freedom of Information requests, Subject Access Requests, and Members Enquiries that have been allocated in advance of deadlines.
16. Monitor, collate and analyse workforce data to inform the Council on the effectiveness of its principles and policies and to inform Directors, and managers for workforce planning purposes.
17. Where appropriate, actively participate in recruitment and selection exercises, ensuring that organisational standards and best practice are applied through each stage of the process.
18. To manage employment tribunal casework, act as a witness in court and employment tribunals, as directed by the manager.
19. Prepare and present a full range of reports e.g., to Directorate Management Team meetings.
20. Comply with all Council policies, including contractual standing orders, financial regulations and all Corporate/HR policies and procedures
21. Maintain exemplary standards of professionalism, honesty, and respect at all times, fully respecting the privilege of access to highly confidential information.
22. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
23. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
24. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
25. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional and managerial tasks as are commensurate with the general level of responsibility and duties of this post.

DBS Status	Not required
Politically Restricted	N/A

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i>
Qualifications and Professional Membership requirements: <ul style="list-style-type: none"> Professional member of the CIPD at MCIPD, or equitable demonstrable experience and CIPD qualified to Level 7. Evidence of continual professional development as a human resources practitioner. 	A/I A/I
Knowledge (please specify all essential criteria): <ul style="list-style-type: none"> Knowledge and understanding of key human resources processes such as payroll and pensions, human resources information systems and recruitment. Excellent knowledge and understanding of human resources best practice in employee relations coupled with a thorough understanding of the practical application of current and upcoming employment law. Knowledge of pay related matters including pay reviews, reward strategy and changes to pay related terms & conditions. 	A/I A/I A/I
Experience (please specify all essential criteria): <ul style="list-style-type: none"> Successful experience delivering human resources advice and support to multi-sited service managers across the human resources functions, including interpreting and applying terms and conditions of service and contracts of employment. Sound experience of managing and bringing to a successful conclusion a high volume of human resources casework including discipline, grievance, capability and harassment Support managers through managing change programmes. Experience of providing advice and guidance on TUPE matters and contractual variations. Experience of attending and managing employee tribunals working with ACAS and legal representatives. 	A/I A/I A/I A/I A/I
Skills and abilities (please specify all essential criteria): <ul style="list-style-type: none"> Effective communication, influencing and persuasion skills together with evidence of success in building and forming working relationships based on credibility and integrity, and working flexibly, across professional and operational boundaries in a multi-sited organisation. 	A/I A/I A/I

<ul style="list-style-type: none"> • Ability to work collaboratively to review, develop and implement effective human resources policies and procedures, ensuring these are communicated and implemented effectively. • Able to demonstrate a proactive, tenacious and robust approach to casework taking full ownership of all assigned work including where required being the lead casework investigator. • Ability to analyse and interpret complex information. • Ability to research topics to prepare briefings / presentations and in-house communications to both HR and non-HR audiences. • Excellent written skills - ability to produce appropriate drafts of letters, draft policies / procedures, staff communications and reports. • Demonstrate successful experience promoting and implementing equalities and diversity considerations in all aspects of human resources management and organisation development. • Proficiency in MS Office software (Word, Excel, PowerPoint, Outlook) and use of a case management system • Successful experience working collaboratively with managers on change management initiatives and projects. 	<p>A/I</p> <p>A/I/T A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
---	---