SEFTON METROPOLITAN BOROUGH COUNCIL

**JOB DESCRIPTION**

**Directorate:** Corporate Resources Location: Bootle/Agile

**Department:** Corporate Human Resources Post No.

**Post:** Senior HR Business Partner

**Grade: I** (scp 31-35) JE No. A27

**Reporting to:** HR Team Manager (Operations)

**Responsible for:** HR Support Staff as required

**Job Purpose:**

* To support the HR Team Manager (Operations) in the provision of an effective and professional HR/Personnel Management Service.
* To provide HR business support specifically to service areas across the Council and to work with a wide range of people, including trade union personnel, in the management of the Council’s workforce.

**Main Duties:**

1. Provide advice and guidance to management and staff on the Council’s HR policies and procedures, conditions of service, employment legislation, codes of practice etc
2. Advise and support managers and staff in the application of absence monitoring, disciplinary, grievance, capability, dignity at work and any other related employment related staffing matters.
3. Assist managers in the investigation, preparation, and presentation of cases regarding disciplinary, grievance, dignity at work and sickness absence matters.
4. Prepare and support management’s case at Appeal Hearings as required.
5. Support managers undertaking service restructures/staffing reviews. Liaise with job evaluation and establishment control teams ensuring that appropriate pay and grading levels are maintained.
6. Advise and support managers in the recruitment and selection of staff ensuring that the process is conducted in accordance with the Council’s policies and procedures and the protocols agreed with the HR Transactional team for administrative purposes.
7. Support the HR Team Manager in the delivery of effective employee relations.
8. Ensure redundancy situations and terminations of employment are carried out in accordance with current legislation and Council policies and that meaningful consultation is adhered to at all times.
9. Maintain and develop a level of professional competence and understanding of current legislative and statutory requirements covering all aspects of employment.
10. Support the Legal Department in the preparation of the Council’s response to Employment Tribunal cases as required.
11. Undertake and participate in trade union consultations and negotiations as required.
12. Ensure the delivery of an effective occupational health and welfare support service across the Council. Advise and support on ill-health terminations of employment.
13. Review Establishment Control Forms and other reports as required ensuring appropriate action is taken in respect of staffing variations, etc.
14. Provide advice and support to a range of people including senior officers, staff, and trade union representatives, in the delivery of an efficient HR Service. Communicate as necessary, on any changes to personnel policy and procedures.
15. Work with other colleagues within the Council, partnerships, and other organisations, on any projects or initiatives as assigned.

17 Participate in the promotion of equality and diversity in employment, procurement

and service delivery across the Council.

1. Whilst this post is designated Senior HR Business Partner the post-holder may be required to perform duties in full or part of the Senior HR Business Partner (Schools) within the Department to address any fluctuations in workload/service demands.

19 Undertake all reasonable development activity designed to support you in your role.

# Organisation Chart

HR Manager (Operations)

Senior HR Business Partner\*

HR Business Partner – Absence and Wellbeing

Asst HR Business Partner

# General

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Prepared by:** Marie Lambert

**Designation:**  HR Manager (Operations)

**Date:** February 2023

**PERSON SPECIFICATION**

## Post: Senior HR Business Partner Department: Corporate HR

## Grade: I (scp 31-35)

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| Personal Attributes Required | **Essential (E) or Desirable (D)** | **Method of Assessment** |
| Qualifications CIPD Qualified (Level 5 or above)  Management Qualification (or equivalent) | E  D | A  A |
| Experience Relevant experience in a Senior level HR/Personnel role  Experience of handling complex employment relations issues  Experience of employee relations and conflict resolution  Experience of trade union negotiations  Experience of working in the public sector or a large and diverse organisation  Supervisory experience | E  E  E  E  E  D | A/I  A/I  A/I  A/I  A/I  A/I |
| Knowledge, Skills & Abilities Thorough knowledge of employment legislation and its application in the workplace.  Thorough knowledge and understanding of Local Government Pay and Conditions of Services  Excellent verbal and written communication skills  Ability to listen and make informed, reasonable decisions regarding staffing matters.  Effective team player  Excellent Interpersonal skills required to liaise at Senior Officer level  High degree of I.T. skills, (Microsoft Word, Excel, Outlook and Powerpoint), including integrated HR applications.  Ability to manage and prioritise workload and ensure deadlines are met.  Ability to supervise and develop people  Knowledge and understanding of the Disclosure and Barring Service. | E  D  E  E  E  E  E  E  E  D | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Other requirements**  Willing to work flexibly as required  Possess a full current driving licence and have use of a car | E  D | A/I  A/I/C |

**Assessment Methods Key: A – Application Form; I – Interview; P – Presentation**

**C - Certificate**