

JOB DESCRIPTION:

Job Title	HR Business Partner
Job Family/Specialism	Employee Relations
Grade	10
Service	Human Resources
Reports to	Employee Relations Lead
People Manager Responsibility (Y/N)	Yes
Number of Reports	Maximum 5
Number of Indirect Reports	Maximum 3
Usual Base	Friargate

About Coventry City Council

Our aim is simple – to be globally connected, locally committed, delivering value and organisational priorities, with optimal resources whilst effectively managing our performance and measuring our progress through committed objectives and key results.

About the HR Service

The HR Service provides support to approx. 4,300 employees located throughout Coventry which serves a diverse population of approx. 300,000. At the centre of all we do is The People Plan, which details the contribution HR makes to the residents of Coventry, making it a great place to live and work. As a service we offer value-add, creative relevant and timely advice and support to meet the service and people needs. Strong and positive engagement is a central element in helping to foster, productive relationships with leaders, managers, employees, TU officials, external partners and suppliers in providing an excellent and rated service.

Size and Scope of the role

The HR Business Partner (HRBP) is an internal consultant providing an enabling business support role. The role may be Specialist or Generalist in nature. Generalist HRBPs are typically supporting a named service(s) providing generalist HR expertise to their client group as well as working on medium to longer term objectives. They 'own' the client relationship and provide the 'voice of the customer' back to the respective Specialist teams. Specialist HRBPs are based within the Resourcing, Organisational Development, Pay and Reward Teams and are a central lead on an area of specialist expertise.

Purpose of the role

To work in partnership with leaders, key stakeholders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and priorities of Coventry City Council. Operating as the service HR expert, to advise, guide and support staff and managers by providing high level people management and development support across designated services.

Key Accountabilities

1. An effective, reliable and committed Enterprise Partner for People and Culture

I am the Strategic Adviser to Senior Leaders on HR and through trusted, collaborative relationships, enable the People Plan to deliver value and create impact for the people and culture elements of our organisation.

- a. Driving the delivery of business and corporate plans for your own areas of responsibility.
- b. Bringing people expertise and developing solutions to help the business area to deliver its strategy
- c. Use data and analytics to measure the effectiveness of tools and policies and understand the landscape for further improvement.
- d. Drive consistency of approach across the Coventry City Council (CCC) in attracting, managing and developing talent to support current and future organisational needs.
- e. Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- f. Influencing and building relationships with people in and around the business
- g. Providing expert HR advice and guidance to leaders on HR matters
- h. Acting as a local point of people expertise for specialist teams that are implementing new approaches
- i. Coach and build the capability of senior leaders to anticipate and pre-empt organisational issues
- j. Be an ambassador for the function and represent the CCC HR internally and externally (as appropriate).
- k. Support and contribute to staff engagement
- l. In partnership with colleagues devise and deliver training to underpin policies, address skill and knowledge gap

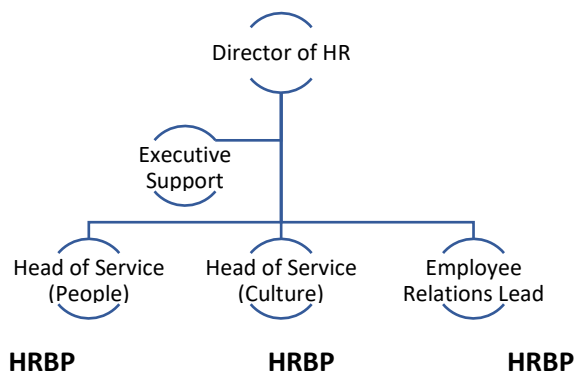
2. An intelligence lead within HR, shaping the People Plan and HR priorities, performance and impact

I am the connecting source between the needs of people across the organisation to shape and deliver the People Plan through business intelligence, and data-led insight, that gives the HR function a clear understanding of business requirements for people and culture services and support.

- a. Understand and anticipate the need for change, diagnose the underlying issues and build the case for change with stakeholders. Build frameworks to plan and manage the continuous process of change including dependencies, risk, potential scenarios and options to mitigate.

- b. Effectively manage and develop HR Officers and Advisors as appropriate to support you and the service in case work , projects and organisational
- c. Enabling HR ER specialists to provide management support, complex casework, performance, attendance and employee relations issues.
- d. Contribute to, and where accountable define, policies and processes that support the People Plan and objectives.
- e. Use and understand CCC People tools and policies, ensuring consistency of practice/approach engaging with Services effectively to ensure their use across the organisation.
- f. Drive consistency of approach, attracting, managing and developing talent to support current and future organisational needs.
- g. Work closely with colleagues to ensure that tools and policies are aligned, enhance employee engagement and ultimately improve performance.
- h. Participate in relevant projects, leading and championing as appropriate CCC as an employer of choice.
- i. To ensure continuing, personal and professional development, taking ownership and accountability for staying up to date and professionally registered with the CIPD.
- j. Continuously drive improvements in tools and policies through external market trends, insight and internal best practice.
- k. Proactively share best practice and intelligence within HR function.
- l. Build relationships and form alliances with external counterparts, communities of practice and stakeholders to scan for innovations and opportunities to form partnerships.
- m. Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.

Key Relationships	
External: West Midlands Employers Professional networks Supplier CIPD	Internal: HR Services including Health, Safety and Well-Being, Pay and Reward, Resourcing, Org Development Service Directors /Managers Trades Unions



Standard Information included in all job specifications

Information Governance

Employees of the Council must comply with the provisions of the Data Protection Act 2018. The postholder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The postholder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000

The postholder must comply with Council policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use

Postholders with elevated access to IT systems are held accountable to the highest standards of use

Health & Safety

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Safeguarding is Everyone's Business

The Council has a responsibility to ensure that all children / young people and adults are adequately safeguarded and protected. As a consequence, all Council employees are required to adhere to national and local safeguarding policies / procedures and to act upon any concerns in accordance with them.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Equality Diversity and Inclusion

It is the responsibility of every person to act in ways that support equality and diversity and work within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998.

Code of Conduct

The postholder must familiarise themselves with the Councils Code of Conduct. The purpose of this Code is to raise awareness and provide guidance regarding the standard of conduct and required attitudes and behaviours that is expected.

Person Specification		
Experience		
Experience of working in partnership with a range of stakeholders including managers, trade unions, employees and external partners.	x	
Relevant HR experience (generalist or specialist) gained in large complex organisation(s) with multiple stakeholders; including employee relations experience covering complex disciplinary, grievance, organisational change, TUPE etc.	x	
Considerable working knowledge understanding of equality, diversity and inclusiveness	x	
Practical experience of a partnering and influencing senior leaders and people managers to improve performance and achieve business objectives.	x	
Successful record of influencing, managing and delivering cultural and behavioural change	x	
Skills and Abilities		
Ability to work on own initiative, prioritise work to deadlines and pay attention to detail.	x	

Excellent written and oral communication skills and the ability to effectively communicate ideas and information to a range of audiences and stakeholders.	x	
Able to take the initiative, originate action and be responsible for the consequences of the decisions made	x	
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	x	
IT Literate with intermediate to advanced level Microsoft Office 365 applications including Excel, Word, PowerPoint, SharePoint, Teams, OneDrive.	x	
Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.	x	
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	x	
Understand Coventry City Councils strategic context and work proactively to achieve the organisations highest priorities.		x
Ability to present sound and well-reasoned arguments to convince other, show a range of strategies to persuade people in a way that results in agreement or behaviour change.	x	
Transforms proposals/ideas into practical reality	x	
Able to demonstrate strong emotional intelligence and an ability to determine underlying issues in potentially challenging situation	x	
Knowledge		
CIPD – degree level minimum	x	
Extensive knowledge and understanding of employment law and HR best practice and public sector employment policies and procedures.	x	
Knowledge of current thinking in Human Resources issues and trends and evidence of Continuing Professional Development.	x	
Actively demonstrate and work with the organisational values	x	

The fundamental purpose of the people profession is to champion better work and working lives. Creating roles, opportunities, organisations and working environments that help get the best out of people, delivering great organisational outcomes, in turn driving our economies, and making good, fair and inclusive work a societal outcome'. CIPD

July 2021

