

Working on behalf of



Strategic HR Business Partner

Grade: Newham SMR B

Location – Newham or Havering. The post holder must be flexible and work across sites in both councils.

Accountable to:	Director for Human Resources and Organisational Development
Accountable for:	HR apprentices and interns
Job Purpose:	<ul style="list-style-type: none"> • To be responsible for, and integrate HR into the strategic direction, planning and operation of the assigned service areas • Drive forward effective, efficient and business focused strategic HR solutions, working in partnership with senior management teams • Provide high quality and consistent strategic HR advice that positively impacts customer effectiveness, efficiency and confidence • Advise on a range of strategic HR issues in support of strategic goals and improved organisational performance • Actively promote constructive relationships with trade unions to support strategic business plans
Specific Responsibilities	<ol style="list-style-type: none"> 1. Accountable for key projects as directed by the Director of HR&OD 2. To deputise for the Director and/or the Deputy Director of HR&OD 3. To be self-sufficient and be responsible for all areas allocated by the Director of HR&OD 4. Ensure implementation of horizon scanning to support strategic decision making and bring in new business opportunities 5. To provide high level strategic HR advice to senior managers, working in partnership to identify and develop business led HR solutions 6. To be the link strategic adviser between directors/ Heads of Service and the Operations team

7. To manage the most complex and sensitive HR casework matters, interpreting employment legislation and case law as necessary or providing innovative solutions where information is not available
8. To lead on organisational change for service areas ensuring longer term issues are considered
9. To ensure the relevant HR&OD teams are provided with key service issues to ensure seamless service delivery
10. To lead on discussions with senior managers on a range of matters, e.g. resourcing and succession planning requirements, HR policy and process to understand the current issues and identify efficient solutions
11. To commission Operational HR, Learning & Development or Commercial Projects and Policy to ensure effective solutions are in place to meet service and/or organisation needs
12. Support and influence service management teams to ensure they are actively and appropriately managing their people issues, including conduct, capability and absence management
13. To be the confidante for Directors and Heads of Service in accountable service areas
14. To coach and mentor service managers to ensure effective solutions and decisions are being made
15. To continuously build and maintain constructive relationships with Trade Unions, leading on corporate consultation or negotiation activities for areas of responsibility as appropriate
16. To support the Operations team in finding solutions when managers are not actively managing cases
17. Support Chief Officer recruitment including ensuring governance issues are resolved and lead on high level strategic resourcing campaigns
18. Provide high level statistical data and analysis to ensure services plan their people resources effectively
19. Prepare reports, briefings and presentations as required
20. To lead on designing and delivering developmental and learning solutions to individual directorate issues in conjunction with L&OD team
21. Implement online solutions to record and report case management information and systems as appropriate e.g. 1Oracle, Verto
22. To lead as required on tender processes and corporate external HR contracts to ensure contractors are compliant with all contractual requirements

	<p>23. To continually seek to improve the HR service for customers</p> <p>24. Contribute to the development and implementation of HR strategies, policies and procedures in line with employment legislation and best practice</p> <p>25. Attend and present at each partner Councils' committees as required</p> <p>26. To represent the Director and/or Deputy Director of HR&OD at external meetings</p> <p>27. To provide evidence at disciplinary and tribunal hearings, if required</p>
HR General Requirements	<ul style="list-style-type: none"> • As a member of the Human Resources Leadership Team, contribute to and influence strategic business decisions • To work effectively with other HRLT members to ensure a “one stop shop” service • To continually look at external revenue opportunities and promote the oneSource profile • To agree development and delivery priorities with the Director for Human Resources and Organisational Development • To ensure all case management systems are up-to-date with relevant data • To ensure the interaction with the transactional team ensures a one stop shop approach for customers • To ensure best practice and support is provided to the transactional team • To take responsibility for self-development • To seek continuous improvement to service delivery and efficiencies within the service
oneSource Corporate Critical Success Factors	<ul style="list-style-type: none"> • Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money • Anticipates different customer needs – delivering a customer focused shared service which is a cultural ‘fit’, is flexible and proactive in approach • Delivers a resilient business, which continuously improves and innovates with healthy revenue streams • Operates an ethos of joint working and operates across the board regardless of location • Delivers capacity and capability to operate business as usual with the capacity and capability to innovate and project manage to support this

	<ul style="list-style-type: none"> • Delivers a flexible and scalable service to innovate, enhance market knowledge and continuously improve • Invests in people and skills to deliver a sustainable business • Provides a full HR service that is multi-channelled, face to face, local with a potential to offer services nationally
General	<ul style="list-style-type: none"> • OneSource is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures. • Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through your employment, both formally and informally, in strict confidence. • To advocate and to be a champion of change to enable the HR Service to be sustainable even with diminishing resources • Invests in people and skills to deliver a sustainable business particularly with regard to encouraging self-service in Managers

Newham - Person Specification

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
<p style="text-align: center;">Able to demonstrate and evidence a highly developed Competence in:</p>	<ul style="list-style-type: none"> • Delivering innovative HR strategic solutions • People management including motivation, performance and capability • Provision of strategic HR advice that positively impacts service provision • Leading on change management in a complex organisation • Implementing HR policies and procedures and proposing recommendations for improvements • To present options taking a risk based approach 	
<p style="text-align: center;">Able to demonstrate and evidence Knowledge and experience in</p>	<ul style="list-style-type: none"> • CIPD or equivalent, and evidence of continuous professional development • Demonstrable knowledge of both HR policies and procedures and employment law • Delivering a range of customer focused high level HR advice • Good working knowledge of Microsoft Office and other desktop IT applications • Proven track record of influencing senior managers in a complex organisation • Significant experience of both implementing HR policies and procedures, and proposing recommendations for improvements • Demonstrable experience of analysing extensive data and producing HR reports to facilitate business decisions • Significant experience of working with a variety of TU partners 	

	<ul style="list-style-type: none"> • Significant experience of TUPE and other organisational change processes • Understanding of the specialist area they are working in and expected to have a complex knowledge of service areas allocated to. • To communicate highly complex HR information sensitively and considerately 	
<p>Behaviours and personal qualities</p>	<ul style="list-style-type: none"> • Demonstrate professional approach and commitment to customer service • Ability to maintain confidentiality and sensitivity in all circumstances • Skilled communicator, able to share complex information with a variety of audiences • Able to inspire confidence in senior managers • Highly developed coaching skills • Ability to challenge and influence senior stakeholders • Resilient individual who can challenge the status quo • Ability to work collaboratively with others • Ability to show personal resilience and work in a fast paced environment and balance competing priorities to deliver to timescales 	

Employees are required to commit to demonstrating the behaviours and competencies set out in the Behaviours and Competency Framework, and to work towards agreed Behaviours and Competency Framework Objectives.