

Job Profile

Job Title: Senior Business Partner – Human Resources

Location: Flexible

Responsible to: Head of Human Resources

Responsible for: HR Advisor(s) and Assistant(s)

Principal Working Contacts

- Head of Human Resources
- Head of Shared Services
- HR team members
- Executive Director of Corporate and Customer Services / Director of Finance and Resources
- Senior managers in the CI and SSSC
- CI and SSSC colleagues
- Scottish Government
- Trade union officials and representatives
- Third party service providers

Job Purpose

Responsible for managing HR business partnering for either the CI or SSSC. Supporting the needs of the organisation(s) through routine HR and as required interventions.

Support the Head of HR to develop and manage HR business partnering teams providing services to the SSSC and the Care Inspectorate. Provide visible leadership, management and vision for the shared service HR function of the Care Inspectorate and SSSC and deliver a cohesive HR support service across the organisations.

Key Responsibilities

1. Support the Head of HR in the provision of professional, high quality, accurate, strategic and operational HR advice to management and employees in order to comply with statutory requirements, relevant codes of conduct and practice and good HR practice.
2. Support the Head of HR in the development, quality assurance and performance monitoring arrangements for the HR function to provide a professional service which supports and advises managers and employees in order that corporate aims and objectives can be met.

3. Support the development and implementation of HR strategies, policies and procedures which assist the SSSC/CI to attract, recruit, retain and develop employees.
4. Research and develop innovative approaches to ensure continuous improvement and quality systems development for all HR activities through creative problem-solving and bringing new thinking, delivery mechanisms and solutions to both organisations.
5. Assist the Head of HR to ensure the deployment of appropriate mechanisms to consult and engage with all relevant stakeholders in the delivery of HR activity.
6. To lead on all case management by providing advice on complex and sensitive HR issues in relation to capability, managing absence, disciplinary, grievance and dignity at work matters; providing expert advice to Investigating Officers; Chairs of Hearing and HR staff.
7. Provide HR input into relevant projects, working groups or focus groups of both organisations, including providing specialist advice and support to managers in a range of complex organisational change and redesign issues.
8. Prepare papers and present them to various audiences including OMT/SMT Executive Team; Partnership Forum and/or various Committees.
9. Keep up to date with developments in employment legislation and human resources practice, sharing knowledge across the team to ensure continuous development and improvements in the service offered. Keep abreast of key issues affecting the workforce within both organisations and in the social care sector.
10. Develop and coach HR team members through regular supervision, performance development reviews and plans to help build a skilled and confident workforce where individuals are developed and supported to reach their potential.
11. Providing HR service across the organisations including cross cover within the HR team to ensure service continuity and to take advantage of development opportunities for team members.

Operational context

The job holder is one of 3 Senior HR Business Partners/Advisors managing different functional teams within the HR shared service function for the CI and SSSC. They support and develop the HR team to advise managers and employees in line with the corporate objectives of both organisations and agreed service level agreements with HR.

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.