

Person Specification

Job Title: Senior Business Partner – Human Resources

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Significant experience in managing HR operational work. ▪ Experience of developing, implementing and managing complex, customer and delivery focused projects and strategies for people-related issues. ▪ Strong proven track record of successful project delivery of workforce change/organisational development projects. ▪ Experience of managing a team or project teams. ▪ Workload planning, prioritisation and allocation experience making sure that sufficient human resources, with the right skills, have been properly deployed to meet the needs of the organisation ▪ Direct experience of working in partnership with Trade Unions. 	<p>An understanding of, or evidence of adaptability to, central and local government, its environment and people management.</p> <p>Contributing to the management of employee relations, engagement and communication within a recognised trade union environment.</p>
Education, Qualifications & Training	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ CIPD Qualified. ▪ Commitment to own CPD. 	Qualified in BPS Level 1 and 2 Occupational Testing
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Detailed knowledge and understanding of employment legislation and HR best practice with ability to develop HR policies and procedures. ▪ Understanding of, and ability to demonstrate, the management and delivery of multiple projects. ▪ Understanding of key external developments and trends in HR and the opportunities these offer to the organisation. ▪ Ability to provide positive and constructive challenge. ▪ Excellent communicator and influencer, both verbally and in written form. ▪ Ability to translate plans into action. ▪ Strong negotiation skills. ▪ Commitment to Equality and Diversity issues. ▪ IT literate, using the most effective 	<p>Demonstrate understanding of the social and health care agenda.</p> <p>Understanding of corporate governance.</p> <p>Knowledge and understanding of health, safety and well-being legislation and best practice, with ability to develop health, safety and well-being policies and procedures.</p> <p>Ability to coach colleagues to become</p>

	methods to communicate and manage information.	more effective in meeting organisational requirements.
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Key Performance Outcomes	Essential	Desirable
Leading Others	<ul style="list-style-type: none"> ▪ To effectively deploy staff and other resources to achieve team aims, objectives and targets. ▪ Ability to make sure that the HR function conducts itself in accordance with the highest standards of integrity, probity and openness. 	
Management of Resources	<ul style="list-style-type: none"> ▪ Ability to bring together the overall work of a group of staff and involve team members in decision-making. ▪ Supports the Head of HR to manage resources and budgets effectively. ▪ Delegates effectively to others. ▪ Identifies skills and experience of individual staff and make the best use of resources. ▪ Ability to adopt a flexible approach to competing priorities and changing circumstances and encourage and support others to so. ▪ Ability to drive continuous improvement and solid performance management. ▪ Applies rules and procedures with thoughtfulness and pragmatism. 	
Effective Communication	<ul style="list-style-type: none"> ▪ Articulate and positive communicator both in verbal and written communication skills. ▪ Ability to express ideas clearly and concisely and adapt communication to suit different situations. ▪ Ability to form constructive relationships with managers and staff at all levels of the organisation. ▪ Strong chairing, presentation and facilitation skills. 	

Impact & Influence	<ul style="list-style-type: none"> ▪ Ability to influence at all levels through exercising professional judgement. ▪ Supports the Head of HR in promoting, leading and implementing strategic change programmes. ▪ Ability to build positive relationships, engaging and collaborating effectively with others internally and externally. ▪ Demonstrates personal resilience, being able to work flexibly under pressure with stamina and tenacity to deliver results. 	Ability to take account of wider political and organisational sensitivities to deliver strategic objectives.
Objective Decision Making	<ul style="list-style-type: none"> ▪ Assists the Head of HR to develop strategies and action plans with others, in line with corporate aims and objectives. ▪ Demonstrates an analytical and systematic approach to problem solving, drawing on both creative and analytical skills. ▪ Ability to make appropriate and realistic judgments, based on relevant, up to date and verifiable information. ▪ Makes sure that team members have appropriate support, resources and authority levels to make decisions quickly and effectively. ▪ Encourages and supports devolved decision-making. 	

Please note – these are key performance outcomes to be used to recruit into the role. Successful applicants will be assessed against all the performance indicators used in the Performance Development Review System once established in the role.