

## ROLE PROFILE

<b>Job Title:</b>	HR Business Partner	<b>Job Code:</b>	R/H3
<b>Department:</b>	Human Resources	<b>Version:</b>	1.1
<b>Reports To:</b>	Head of Human Resources	<b>Date Created:</b>	May 2018
<b>No. of direct reports:</b>	3	<b>Member of:</b>	Resources Directorate Management Team
<b>No of employees in function:</b>	Approx. 11	<b>Grade:</b>	M
		<b>Budget:</b>	

<b>Is this a politically restricted Post?</b>	Yes/ No	<i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Enabling the organisation to achieve its goals through the embedding of a culture of high performing teams who deliver at pace



## Job Overview:

- Responsible for contributing ideas and solutions to shape the design of the HR Strategy. Work as a trusted partner, who is closely aligned to the activity of their directorates to ensure achievement of the Strategy.
- Working strategically with Directorates provide a seamless HR service which is dedicated to supporting the achievement of the Combined Authority objectives. Achieve this through strong people management and development advice and guidance to the management structure.
- Provide high level HR advice, support and partnership across the whole remit of HR responsibilities to a client group at an approximate ratio of 1:250 employees.

- © Design, implement and maintain the systems required for delivering the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Management:

- Work as a critical member of the management teams in partner directorates, providing a strong value adding HR service.
- Use expert HR generalist knowledge to challenge and give robust solutions which enhance the performance of the supported directorate.
- Supervise and develop the team of HR Advisors to embed a quality HR service, pushing the team to work responsibly and pro-actively.

- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

### Technical Duties:

- Working strategically with Directorates, ensure that people management issues are dealt with robustly and HR strategic issues are taken into account in business planning
- Continually review HR practice and processes to ensure they meet the needs of the organisation
- Ensure managers are skilled and equipped to handle people management and development issues through coaching, guidance and advice, ensuring 'tool kits' are available to enable managers to be self-sufficient.
- Champion the embodiment of the corporate identity, culture, values and behaviours of the organisation in all aspects of work, leading by example.
- Identify and lead the implementation of new organisational approaches to HR processes and policies, utilising best practice and employment law knowledge together with sound knowledge of organisational objectives.
- Lead on Trade Union relationships, consulting on a wide range of topics including policy development and performance management.
- Identify appropriate Key Performance Indicators for the organisation and Directorates as required.
- Report key issues and trends from the directorates back to the wider HR team. Analyse risks and implement solutions to make positive changes.
- Ensure the Combined Authority meets its Public Sector Equality Duties by promoting the advantages of having a diverse workforce and work with managers to ensure the Combined Authority is representational of the Leeds city region.
- Lead key developmental work as identified in the HR Strategy, taking a solutions focussed approach which is tailored to the needs of the organisation.

- Promote a culture of talent management by ensuring partner directorates are getting the most from the organisational design principles, apprenticeship scheme, performance reviews system and other Organisational Development tools.
- Owner of Key HR technical systems such as HR Database, e-recruitment and Job Evaluation management systems, ensuring they meet organisational needs, are developed in line with changing practices and remain fit for purpose and value adding.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

### Financial:

- Monitor and control expenditure on budgets within the departments control, making cost conscious decisions and conducting check and balance processes on requests to spend and invoices received.
- Ensure cost efficiencies and risks are considered during change management processes

- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

### Impact & Influence:

- Provide HR services to the organisation confidently and professionally , setting the example and being a role model to the organisation
- Utilise expert HR knowledge and experience to influence and negotiate the best outcomes for the Combined Authority across the wide range of HR fields with both internal and external contacts.

- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective team relationships.
- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Holds a degree in a business related field or has extensive demonstrable practical experience
- © Holds a CIPD qualification
- © Practical experience of performing successfully in a similar partnership role, with generalist HR experience

- Extensive experience of managing and leading change processes, providing guidance to management on organisational design and job evaluation processes.
- Extensive and proven generalist HR experience working with senior management, providing advice, guidance and robust challenge.
- In-depth knowledge of all aspects of UK employment law keeping knowledge current and up to date.
- Extensive experience of the development, delivery and roll out of HR policies.

### People:

- © Experience of supporting, advising and guiding managers through complex HR issues.
- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

- Comprehensive experience of providing leadership in a complex public-private sector partnership context.
- A motivational and inspirational Leader.
- Strategic thinker with ability to take people on the journey with them.

### Technical:

- © Demonstrable experience of managing and championing change successfully.
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Ability to create HR Key Performance Indicators and reports to support change processes and drive creativity and innovation.
- Strong influencing skills, with ability to challenge. Able to identify and reach agreement to implement solutions to contentious issues.
- Ability to see the bigger picture in terms of recruitment/change processes/attendance etc. for Directorate and organisation.
- Strategic thinker with ability to put this into practice.

### Financial:

- © Demonstrable experience of successfully managing budgets.
- Ensuring best value for money is achieved for the organisation

### Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.

© Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Demonstrating the strategic impact on organisation HR issues/projects implemented.
- Comprehensive experience of leading, negotiating and influencing stakeholders.
- Experienced in forming and developing effective senior level working relationships to achieve the best outcomes for the organisation.

## OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.