**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | HR Strategic Partner |
| **Job Reference** | 20774 |
| **Grade and Salary** | Senior Manager - £72,329 per annumThis role includes performance related pay progression |
| **Service and Team** | Human Resources, Corporate Services |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX - Hybrid working with a minimum of three days in office |
| **Hours per week** | 37  |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering and enabling the people that work for us to be the best they can be and deliver impactful work that supports our ambitions to improve the lives of Suffolk residents.

If you work with us, we want to support you to achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

An HR Strategic Partner serves as a bridge between human resources and the different service areas within the organisation, becoming a key advisor to senior leadership teams and ensuring that HR initiatives and strategies are aligned to organisational goals and objectives.

Reporting to the Assistant Director for HR & OD, this is a key leadership role that makes a significant contribution to both the effective leadership of HR and other services across the organisation.

Providing advice and data-driven insights about workforce trends that could impact business outcomes, HR Strategic Partners ensure key workforce risks are anticipated, planned for, and mitigated.

The role also provides leadership, vision and a senior escalation point to the teams within the HR service, coaching and supporting them to deliver high performing HR services including Employee Relations and Casework, Recruitment, Learning and Development and Organisation Change Management.

Being an HR Strategic Partner combines strategic thinking, problem solving and tactical delivery, helping services build the right culture, capabilities, and workforce structure needed to achieve the delivery outcomes they need while navigating complex people-related challenges in a constantly evolving environment.

This is a highly visible role with an opportunity to shape direction and influence major organisational decisions that will support the organisation to be effective in its delivery of services to the people of Suffolk.

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| **About the team**  |

This role sits within the SCC HR Leadership Team (HRLT), with other HR Strategic Partners and HR Management colleagues.

This is a small team with a variety of expertise which enables us to provide flexible leadership across a wide range of people related work.

Although HRLT will be your ‘home team’, the nature of the role means you will also be an integral member of your Directorate Leadership Team/s as well as working collaboratively with other Directorate aligned Corporate Services peers, such as the Finance Strategic Partner, Health and Safety, ICT, Property and Procurement Leads.

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| **What you will be expected to deliver in the role** |

* Work with the HR Lead Team to design and deliver the HR Strategy and service, contributing insights from the service areas you support to identify what will be impactful.
* Act as the HR professional lead for the service(s) you partner, providing advice and ensuring their service needs are understood and translated into developing clear plans that are aligned to the organisations people strategy.
* Be a trusted advisor to Directors / Heads of Service, providing advice on difficult people issues, pulling in other HR capability and capacity as required e.g. senior exit, capability.
* PresentHR data and insight to inform strategic decisions or direction.
* Provide advice and interpretation of legislation around employment, and national terms and conditions to determine how these are applied.
* Develop an understanding of how the relevant directorate operates, and its goals and objectives in relation to both service delivery and values and culture, to be able to identify or develop people strategies that will support the achievement of these.
* Provide support for key workforce risks e.g. Recruitment and Retention and Sickness Absence and accountable for ensuring effective strategic and operational responses.
* Lead the development and implementation of approaches for organisational development and cultural change, within the services you support.
* Be responsible for particularly complex or sizeable programmes, which span several Directorates / areas of the organisation e.g. local government reorganisation.
* Support Directors and Heads of Service to implement the identified plans and projects that underpin the people strategy and monitor the effectiveness of these.
* Educate and coach senior leaders on change management where required.
* Develop effective relationships with Trade Unions and Representative bodies.
* Work with the HR Lead Team to define resource and capability requirements for specific projects and programmes and prioritise HR resources to ensure maximum impact.
* Provide leadership and performance management of matrix teams, role modelling the leadership behaviours as defined by WE ASPIRE and the local context.
* Represent the directorate at a regional and national level, maintaining networks of senior HR/Workforce leads to drive strong regional responses to workforce issues.
* Anticipate and plan for future HR service developments, taking account of best practice and all relevant legislation and Council / Government regulations.
* Develop an understanding of new technologies and processes to identify and promote the benefits and supporting the HR service to continuously improve.
* Champion the HR service and strategies, influencing behaviour that supports the organisations operating model for HR and testing new approaches on the ground.
* Regularly review HR casework with the HR teams to identify trends, future mitigation work and collaboratively resolve complex cases.
* Build strong relationships with similar roles within other Corporate Services e.g. Finance in order to present a consistent approach and be a transformational partner to the rest of the Council.
* Lead and/or sponsor projects within HR and Corporate Services

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Travel requirements** |

**Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree or equivalent professional qualification or evidence of professional development.
2. Professional qualification in HR (eg CIPD Level 7) or equivalent experience

**Values and personal qualities**

1. Ability to inspire trust and confidence in order to be able to challenge and influence.
2. Ability to act as a change agent who draws in a cross-cutting perspective.
3. Ability to respond quickly to changing operating environments and adapt and develop services accordingly including the prioritisation of resources.
4. Collaborates well with others to deliver impactful outcomes.
5. Strives to continuously improve, taking the initiative to learn and develop.
6. Demonstrates a passion for making a positive difference for Suffolk.
7. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
8. Brings creativity into their work through innovation and openness to change.

**Specialist knowledge**

1. Sound knowledge of employment legislation and statutory guidance relevant to HR.
2. Sound understanding of project and programme management methodologies.

**Proven experience required in;**

1. Effective HR Business Partnering at a senior level.
2. Designing and building effective people plans and strategies using innovative employment models and solutions.
3. Leading the planning, delivery and continuous review of high performing HR services.
4. Designing and implementing effective employee engagement strategies.
5. Successfully leading change management / transformational programmes at an organisational level including cultural and behaviour change.
6. The design and implementation of structures and appropriate workstyles that creates effective working across the organisation.
7. Successfully mediating and resolving conflict.
8. Navigating organisational politics and dynamics between service groups and individuals which drive decisions and delivery.
9. Procuring and managing internal and external suppliers and contractors to ensure cost effectiveness and maximum value from contractual relationships.

**It would also be desirable to have**

1. Understanding of the wider local government context and how that impacts HR.
2. Good understanding of the Council’s strategic relationships with key partners.
3. Experience of partnership working across complex delivery frameworks.
4. Management qualification.
5. Coaching accreditation or qualification.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply so we can consider your knowledge, skills and experience.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits.

Visit our careers website [www.careers.suffolk.gov.uk](http://www.careers.suffolk.gov.uk)) to learn more, including information about adjustments to recruitment processes to support you if you have a disability, our guaranteed interview schemes for disabled candidates and Suffolk care leavers as well as our wider commitments to equality, diversity and inclusion.

