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## JOB DESCRIPTION

| | |
|---|---|
| **POST:** | **People Partner – Employee Relations** |
| **DEPARTMENT:** | **HR and OD** |
| **REPORTING TO:** | **People Relations, OD and Change Lead** |
| **DIRECT REPORTS:** | **HR Advisor x 3** |
| **GRADE:** | **6** |

## MAIN JOB PURPOSE:

To support the People Relations, OD and Change Lead in delivering a high-quality employee relations service across the councils. The postholder will ensure managers are supported to manage people matters effectively, fairly and in line with employment legislation, council policies and best practice. The role will provide expert advice on employee relations issues, oversee the management of casework, promote early intervention and resolution, and drive a consistent and transparent approach to employee relations across the organisation.

The role will provide leadership to the HR Advisors, ensuring the delivery of consistent, legally compliant and values-led advice that supports and reinforces our organisational culture. The postholder will maintain effective oversight of casework, ensuring employee relations matters are managed consistently, appropriately challenged and progressed in a timely manner

## DUTIES AND RESPONSIBILITIES:

- Lead the delivery of a high-quality employee relations service, providing expert advice and guidance to managers on disciplinary, grievance, capability, absence management and probation matters.
- Support with all policy and procedural reviews in HR & OD
- Ensure that services comply with legislation and advise on new case law that will impact their business areas.
- Manage and oversee complex and high-risk employee relations cases, ensuring risks are identified, mitigated and appropriately escalated.
- Provide leadership, support and professional supervision to HR Advisors, ensuring advice is consistent, legally compliant and aligned to organisational values and policies.

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- Maintain oversight of employee relations casework, monitoring progress, quality and outcomes to ensure timely resolution and a positive employee experience.

- Promote early intervention, informal resolution and restorative approaches to reduce formal disputes and support positive working relationships.

- Develop manager capability through coaching, guidance and training, enabling managers to confidently and effectively manage people-related matters.

- Analyse employee relations trends, metrics and case outcomes, providing insights and recommendations to inform workforce planning, policy development and organisational improvement.

- Build effective relationships with trade unions, employee representatives and key stakeholders, supporting meaningful consultation, engagement and partnership working.

- Provide strategic advice to leaders on complex people issues, identifying organisational, legal and reputational risks and recommending appropriate mitigation strategies.

- Produce and present employee relations insights, trends and recommendations to senior leaders to support informed decision making and continuous organisational improvement.
  Quality assure employee relations advice, ensuring consistency, legal compliance and adherence to council policies and values.

- Ensure a curious mindset to stay involved with all areas of council business and

- change and share best practice with the wider team and across the councils

**Key Relationships:**

Extended Leadership Team and employees, Head of HR & OD, HR and People Relations, OD & Change Lead, People Services, Learning and Insights Lead , Recruitment Advisor and People Partner - Operastions

**Additional information**

a) Does this job require a DBS check? **No**

**b)** This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes**

c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments.

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The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **No**

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

| **REQUIREMENTS**<br>The postholder must be able to demonstrate: | **MEASURED BY:**<br>A Application form<br>I Interview<br>T/P Test/Presentation |
|---|---|
| **EDUCATION/TRAINING**<br>*(Academic, vocational/professional and other training)* | |
| CIPD Level 7 or equivalent or relevant experience. | A |
| **KNOWLEDGE & EXPERIENCE**<br>*(e.g. report writing, office experience, Microsoft office)* | |
| Experience of successfully managing case work in a large organisation | A/I |
| Experience of supporting the development and implementation of HR policies and procedures | A/I |
| Experience of supporting effective workforce planning to meet the overall council strategic objectives | A/I |
| Demonstrable experience in supporting in a variety of HR areas and the ability to influence and persuade when working with line managers. | A/I |
| Able to present information and recommendations in clear, concise reports and presentations to support others in influencing in the workplace. | A/I |
| Competent in the use of Microsoft Word and Excel for report writing, analysis and reporting of data. | A/I/TP |
| **SKILLS/ATTRIBUTES**<br>*(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)* | |
| Able to build trusting, confidential and organisationally beneficial working relationships within HR & OD and with internal stakeholders. | A/I |
| Able to manage a variety of case work and other projects in a challenging working environment | A/I |

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| | |
|---|---|
| Able to deliver complex information for benchmarking and decision making purposes | A/I |
| Able to support projects and change management processes and work effectively with colleagues and customers. | A/I |
| Evidence of a track record in providing effective advice and support to managers and colleagues. | A/I |
| **BEHAVIOURS**<br>Behaviours will be tested at interview against the Council's values (further detail below) | |
| Empowering, valuing and developing our people | I/TP |
| Valuing our customers | I/TP |
| Being open and honest | I/TP |
| Taking ownership | I/TP |
| Being ambitious | I/TP |
| **EQUALITY AND DIVERSITY** | |
| Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation). | A/I |

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# Our Values

...we believe in

MINDFUL EMPLOYER

disability confident EMPLOYER

DYING TO WORK




| OUR CUSTOMERS | BEING AMBITIOUS | TAKING OWNERSHIP | BEING OPEN and HONEST | OUR PEOPLE |
|---|---|---|---|---|
| We empower, value and develop our people to work together as one dynamic and efficient team. | We care about delivering high quality, customer-focused outcomes with our communities and partners. | We are open, transparent and truthful. | We take pride in our work and take responsibility for our actions. | We are ambitious, inspiring our communities, taking pride in our places and striving for excellence. |