**Manchester City Council**

**Role Profile**

**HR Business Partner, Grade 11**

**HR and OD Service, Corporate Services**

**Reports to: Director of HR and OD**

**Job Family: Corporate Organisational Support**

**Job purpose:**

This role will be the lead HR and OD officer for a directorate, working closely with the relevant Strategic Director and Directorate Management Team. The role will provide advice on complex and sensitive issues relating to the workforce.

The HR Business Partner will understand the business strategy and through data driven insights, will lead and advise on all people related matters through a range of services delivered in partnership with management and employees including recruitment and talent management, training, development and capability building, pay and reward, performance management and employee relations.

The role will act as a conduit between the directorate and the HR and OD Service, ensuring corporate priorities are embedded in directorate plans and specific activities, and that the HR and OD Service meets the needs of the directorate through the services it delivers.

This role will get to the heart of people issues and be creative in developing fit for purpose solutions in line with the business strategy and plans, to ensure continuous and demonstrable improvement and organisational effectiveness.

Act as a change enabler, developing and guiding people needs and capabilities to continually adapt and be fit for the future. This role will be key in ensuring services have the right resource, skills and capabilities to be successful.

Foster an environment of inclusive people policies and activities that celebrate diversity to enable all employees to feel a strong sense of value and inclusion.

**Key responsibilities:**

Understand and prioritise HR activity in line with business needs and drive change in a constructive and pragmatic manner.

Work with the wider HR team to develop HR practices and processes and act as a core member of the HR and OD Service identifying and driving improvements and links between the service and the directorate.

Develop a clear understanding of the workforce and use this insight to support organisational development and activities that develop skills, behaviours and capabilities. Provide a key link between the directorate and the Organisational Development team.

Provide advice related to organisational design and development to ensure effective change and transformation across the directorate. Ensure large scale organisational change projects meet organisational design principles and workforce reductions are achieved when required.

Inform HR policy through experience and knowledge of workforce challenges and outcomes within the directorate. Lead on development of policy approaches that meet the needs of the organisation and provide a good fit.

Effectively commission support from HR and OD specialisms to deliver specific projects of work, interventions and improvement schemes.

Manage directorate JCC and trade union consultation and relationships to ensure a productive working environment to deliver workforce activity.

Protect the organisation through good working knowledge of employment legislation, statutory requirements and working practices. Apply relevant knowledge in the development of HR solutions and responses.

Coach and develop leaders and local line managers, supporting them in building high performing, engaged teams through effective people processes. Develop capability to ensure all stakeholders understand the HR model we work within and can efficiently access the solutions they need.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Role Portfolio:**

The HR & OD service forms part of the Corporate Services Directorate and is responsible for working with managers and staff to drive forward Our Manchester: ensuring that our workforce is developed, supported and led in the most effective way.

The Our Manchester Strategy sets out the vision for the whole city in 2025 to be thriving, filled with talent, fair, a great place to live, and buzzing with connections. This means that we need to work closely with partner organisations to radically transform services, putting people at the heart of our vision and strategy.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other

**Generic Skills**

* **Communication Skills:** A skilled communicator who exhibits integrity, creates rapport and builds trust and confidence. Works collaboratively and develops productive relationships with officers at all levels of the organisation including the most senior levels, guiding and influencing effectively. Ability to ‘hold the line’ where required to protect the organisation.
* **Strategic Thinking:** Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, understanding the big picture and the implications of short-term decisions for the achievement of long-term strategic goals.
* **Policy Skills:** Ability to assess the impact of existing polices and to realise changes that will positively impact the employee experience whilst protecting the organisation and providing clear guidance.
* **Analytical Skills:** Ability to use data to inform evidence based decision making and to formulate strategies that address issues at their core. Use data to drive decision making.
* **Problem solving and decision making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure. Is curious, asks why, and uses understanding of the issue as the basis for decision making.
* **Planning and Organising:** Sets clearly defined objectives, plans activities and projects well in advance and takes account of changing circumstances; identifies and organises resources and manages time effectively monitoring performance against milestones and deadlines.
* **People Management**: Effective development, management, motivation and engagement of employees within the team and wider service. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.
* **Project management:** Ability to oversee numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.

**Technical requirements (Role Specific)**

* Proven track record of working within a HR role delivering tangible outcomes that make a real difference to the organisation, to employees and to the City.
* Expertise across a whole range of HR and OD activity including performance management, talent management, recruitment and resourcing, employee relations, employment law, policy and organisational change.
* Good working knowledge of employment legislation and best practice and mitigation of risk
* An understanding of the national policy context for local government.