

<b>Designation:</b>	<b>HR Operations Partner</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To advise and support managers and employees within the council on HR best practice methods, developing proactive HR solutions to drive the Council forward, implementing improvements to people management processes and practices</b>
<b>Responsible to:</b>	<b>Senior HR Operations Partner</b>
<b>Responsible for:</b>	<b>HR Assistant</b>

## KEY DUTIES

- Provide HR advice, information and professional support to managers and employees within the council
- Manage the day to day aspects of the employee lifecycle, including employee relations and engagement, performance and absence management, recruitment, learning and development and reward. Play a key role in casework.
- Provide advice and support to managers on change management processes, including restructuring and the application of employment law and employee relations policy and practice
- Work independently with senior managers and employees within the Council in offering HR advice and guidance inline with best practice, and the Councils policies, complying with employment legislation
- Undertake and complete HR projects which ensure continuous improvement and demonstrate added value to the team and wider Council
- To contribute to the development of learning initiatives such as talent management, building leadership capability to meet the requirements of the workforce plan and corporate delivery plan
- Design and deliver training sessions and plans to enhance management and employee capability. Organise specialist training within the Council when needed for Corporate programmes
- Promote and develop the HR service by liaising with customers, evaluating feedback and encouraging a positive working relationship

- Maintain an up-to-date working knowledge of employment legislation/statutory responsibilities and operational best practice and proactively demonstrate this in the role.
- Provide line management as required to the HR Team inline with line management responsibility.

Work subject to deadlines involving changing problems, circumstances or demand

## SKILLS AND KNOWLEDGE

- Level 7 qualification in CIPD and extensive operational experience in HR
- Full membership of the CIPD (MCIPD)
- Able to evidence substantial experience in a generalist HR role, spanning all aspects of the employee lifecycle, including the L&D function
- Excellent interpersonal communication skills both written and verbal
- Ability to independently manage own time, large workloads and prioritise tasks
- Experience of employee relations, including handling complex ER cases and change management processes
- Up-to-date knowledge of employment law with the ability to interpret and apply this to practical working situations.
- Experience of implementing learning and development initiatives (implementation and development of e-learning systems would be desirable)

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

## COMPLEXITY AND CREATIVITY

- Advise managers on the interpretation and application of employment law and HR policy and practice
- Review, evaluate and develop HR policies and practices, including researching and drafting of procedures with the ability to write new policies where required.
- Implement creative and innovative HR solutions to improve service delivery of the HR team and add value to the council.

Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines

## JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

## CONTACTS

### Contacts

- Managers and staff of the council
- Members of the council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation and assistance.

## RESOURCES

- Little or no responsibility for physical or financial resources.

## TRAVEL DESIGNATION

Any mileage conducted on Council business will be reimbursed inline with HMRC rates and in accordance with the Councils Travel and Subsistence Policy.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*

