

Designation:	HR Operations Partner
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	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
Responsible to:	Senior HR Operations Partner
Responsible for:	Providing support and guidance to less experienced staff

KEY DUTIES

Strategic HR

- Actively contributes to SDC vision, by providing innovative ideas and input to the strategic direction, modernisation and ongoing improvement of the HR service
- Ensure HR operational activities support the People Strategy and plans and focus on the provision of effective and consistent service delivery cross the council
- Support the delivery of the HR Service Plan, ensuring that all performance and monitoring requirements are adhered to
- Plan and develop wellbeing activity in line with the People Strategy and Wellbeing Strategy.

Leadership

- Champion the Vision and Values of Stroud District Council
- Provides professional expertise to ensure that all People solutions provided to the business by HR are seamlessly delivered and comply with policy, legislation and best practice
- Provide HR advice, information and professional support to managers and employees within the council

Operational HR

- Provide advice and support to managers on change management processes, including restructuring to ensure that corporate organisational and job design principles are incorporated, and change is managed effectively and is consistent with the Council's organisational change framework.
- Provide advice and support to managers and staff on all aspects of HR

- Ensures that business leaders actively involve, engage and consult with all staff and their representative groups and Trade Unions on all aspects of organisational change and transformation.
- Coach Managers to build confidence in dealing with employee issues.
- Play a key role in all aspects of employee relations and carry out associated casework
- Support managers to implement HR activities including succession planning, employee engagement and talent development
- Ensure the wellbeing of staff is considered with the appropriate initiatives in place to support staff and prevent work related absences. This encompasses the physical, mental and social wellbeing of employees
- Work closely with our OH provider to provide an excellent Occupational Health service to employees.
- Work closely with the HR colleagues to deliver the Councils wellbeing strategy and support the Councils commitment to the Wellbeing Charter.
- Act as FOI Champion in the absence of the HR Systems and Data Officer

Performance Management

- Promotes the development of a high-performance culture, working with OD colleagues and key stakeholders to embed the performance management and development framework to raise individual and organisational performance and promote an outcome-focused way of working.

Strategic Workforce Planning

- Works with HR Data/Policy Officer, HR Operations Partners and business managers to translate corporate workforce strategy into pragmatic, service-level workforce plans.
- Works with HR Data/Policy Officer to analyse HR trends and develop action plans accordingly, including the level of case work, absence and performance management, staff turnover rates, Equalities data, talent acquisition and development planning.
- Provides business managers with timely and insightful internal and external people management information, helping the SLT to translate and incorporate these into strategic business planning.

Service Development and Delivery

- Ensure that the HR service is compliant with legal/statutory duties and responsibilities.
- Support the development of HR policies and procedures to drive performance and mitigate disputes within the Council
- Promote and develop the HR service by liaising with customers and through partnership working
- Where required attend and support any Council approved meetings, working groups and information sharing events
- Ensure through all your work you are committed to all aspects of inclusion and diversity
- Manage effective communications with all internal and external stakeholders.
- Ensure job evaluation processes is well understood across the HR team and with service managers.

- Manage the day to day aspects of the employee lifecycle, including employee relations and engagement, performance, absence management and reward. Play a key role in casework.
- Work with colleagues in the HR team to ensure service delivery in all areas of the service, supporting in other work areas when needed.
- Undertake and complete HR projects which ensure continuous improvement and demonstrate added value to the team and wider Council
- Maintain an up-to-date working knowledge of employment legislation/statutory responsibilities and operational best practice and proactively demonstrate this in the role.

SKILLS AND KNOWLEDGE

- Level 7 qualification in CIPD or extensive operational experience in HR
- Able to evidence substantial experience in a generalist HR role, spanning all aspects of the employee lifecycle
- 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.

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 in line 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 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.

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.