

JOB DESCRIPTION

<u>Job Title</u>	HR People Partner
<u>Reports to</u>	Senior HR People Partner
<u>Reporting staff</u>	None

Job Purpose

To champion, drive and embed the HR agenda within a geographical area of the Service and ensure its integration in the business planning process. Understand and lead transformation within the business and its requirement in order to advise and support delivery of the business.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

Specific Responsibilities

1	Develop relationships with, and provide support to, managers within the Service ensuring best practice is implemented, working closely with them to deliver their objectives and to enable delivery of the business plan.
2	Provide advice, support and guidance on employee relations issues such as conflict resolution, mediation, investigation, disciplinary, grievance, capability and attendance/sickness issues together with flexible working requests, maternity/paternity related matters, redundancy, job design and restructures to ensure a consistent and fair approach in each case.
3	Support and advise managers on recruitment issues such as marketing strategies and where necessary, participate in interviewing.
4	Ensure line managers can effectively apply HR policies and procedures to ensuring they are up to date, consistently applied and have an understanding of their importance.
5	Act as a change agent creating a culture of feedback and service excellence.
6	Lead in the development and implementation of appropriate policies and procedures in line with the overall business strategy.
7	Support key stakeholders in all areas of leadership development, coaching, performance management and succession planning.
8	Undertake project work in support of the broader HR team.