

Job Description

Job Title	Senior HR Business Partner
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	10
Competency Level	3
Salary	£56,673 – £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Not applicable
Job Evaluation Ref No.	A9878

Job Purpose

To act as the primary interface between aligned Corporate Directors and People and Organisational Culture, managing special projects, leading large-scale transformation programmes, and overseeing a team of HR Business Partners.

To collaborate with other support partners to capture relevant workforce data, maintain high standards of professional practice, and champion inclusivity and diversity.



Directly Responsible For:

HR Business Partners(s)

Directly Responsible To:

HR Business Partnering Lead

Main Areas of Responsibility:

- Act as the primary interface between aligned Corporate Director(s) and People and Organisational Culture, ensuring the appropriate commissioning and engagement of other corporate support teams to deliver directorate priorities
- Manage special projects in line with appropriate project management methodology in support of achieving the People Plan objectives, the Council Plan and changes in legislation or regulatory frameworks
- Lead on large scale transformation programmes including TUPE, restructuring and highly complex corporate and directorate level workforce initiatives, identifying synergies across directorates and wider networks, ensuring the appropriate allocation of resources
- Manage a team of HR Business Partner(s), providing coaching and guidance and facilitating reflective practice to ensure continuous improvement
- Work closely with other support partners including the business intelligence and performance team to capture relevant workforce data and insight to support decision making and working effectively across specialisms within HR and L&OD to identify and commission appropriate, evidence led, interventions
- Maintain the highest standards of professional practice, take responsibility for personal development, and staying abreast of political, economic, social, technological, legal and environmental changes that may impact on people related activities

- Champion a culture of inclusivity and diversity, promoting engagement and employee wellbeing initiatives
- Undertake, where required, other responsibilities and duties including work related to all areas of business, on behalf of the organisation, where this is commensurate with the grade of the post. This may include supporting employee relations case work where required.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post will involve sitting at a desk and using a computer screen for prolonged periods of time



Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Graduate/Level 7 CIPD qualification (A)
- Project Management qualification or equivalent proven experience (A/I)

Experience

Essential

- Proven experience of managing/coaching others within a HR business partnering environment (A/I)
- Experience of leading complex organisational redesign, workforce initiatives and change programmes, including workforce restructuring and TUPE (A/I)
- Strong understanding of legislative and regulatory frameworks relating to human resource management and business partnering (A/I)
- Demonstrable analytical and research skills (A/I)

Desirable

- Experience of providing high standards of customer service

Skills/Abilities

Essential

- Exceptional written and verbal communication skills (A/I)
- Ability to work independently and collaboratively in a fast-paced environment (A/I)
- A successful track record of building effective relationships with stakeholders, managers, employees and trade union representatives in a large and complex organisation (A/I)
- Able to put appropriate plans and resources in place to deliver the projects and programmes of work, reporting on performance and identifying, securing and releasing resources on a cost and time efficient basis (A/I)
- Able to lead and influence opinions to deliver and sustain highly complex organisational design and change initiatives/projects. Able to communicate verbally, in writing, or through presentation to a broad set of stakeholders from team members to senior managers (A/I)

Desirable

- Ability to negotiate with managers and trade union representatives whilst maintaining effective, credible relationships

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council