



Job Description

Job Title	HR Business Partner
Directorate	Strategy and Change
Service Area	People and Organisational Culture
Grade	8
Competency Level	2
Salary	£46,142 - £51,356
Job Type	Hybrid
Location	Cunard Building, Liverpool
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	TBC

Job Purpose

To partner with management teams, delivering strategic goals with regards to people related activity, driving initiatives such as workforce planning, talent management, and organisational restructuring. To provide advice and leadership on organisational matters and people-related projects, ensuring compliance with policies and procedures whilst maintaining the highest professional standards.



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Directly Responsible For:

Not applicable

Directly Responsible To:

Business Partnering Lead

Main Areas of Responsibility:

- Act as the primary interface between aligned Director(s) and their management teams and People and Organisational Culture, ensuring the appropriate commissioning and engagement of other corporate support teams to deliver directorate priorities
- Drive people related initiatives such as workforce planning including succession planning, talent management and career development initiatives, people and leadership development/performance, training, employee engagement and retention
- Facilitate organisational restructuring, consulting with trade unions and staff, managing redundancy and at-risk redeployment through to completion and working with OD to embed changes
- Provide advice, guidance and support to senior managers on organisational matters including transformation, organisation design and delivery and employment law issues engaging the employee relations and policy team at the appropriate time
- Lead on and contribute to people-related project work, supporting the delivery of the People Plan as well as aligned directorate business plans
- Produce and analyse management information to support key initiatives, provide insight and devise appropriate courses of action in conjunction with stakeholders. Where required prepare reports and present at meetings



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- Ensure that establishment controls are in place for each relevant Directorate and that the establishment is maintained in accordance policy and procedures including performing agency and position scrutiny activities
- Drive initiatives to create a workforce representative of our communities, support directorates to improve the equality profile, and promote non-discriminatory practices
- Support the Senior Policy Advisor with policy redesign including contributing to research, in line with legislation and organisational strategies
- Maintain the highest standards of professional practice, take responsibility for personal development, and keep abreast of legal developments and best practices
- 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

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.

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:

- This post involves both office and field work. Hence it involves sedentary work and the need to travel to appointments

Corporate Responsibility:

- Contribute to the delivery of the Council and People Plans.
- 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 **2**.



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[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.



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Person Specification

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

Qualification and training

Essential

- Graduate Chartered Institute of Personnel Development (CIPD) qualification or actively pursuing CIPD level 7 (A)

Experience

Essential

- Demonstrable experience of effective workforce planning which underpins the delivery of business plans (A/I)
- Experience of delivering organisational design, restructuring and change management to improve organisational performance aligned with the organisational vision (A/I)
- Strong understanding of legislative and regulatory frameworks relating to human resource management and employment law (A/I)
- Demonstrable analytical and research skills (A/I)
- Experience of managing and contributing towards project and programme management (A/I)



Desirable

- Experience of providing high standards of customer service

Skills/Abilities

Essential

- Ability to establish and develop positive relationships with stakeholders, customers, trade union representatives and staff in a large and complex organisation that generate confidence and respect (A/I)
- Ability to influence customers from all sectors and others and gain commitment to people related strategies, initiatives and business plans (A/I)
- Exceptional written and verbal communication skills (A/I)
- Ability to work independently and collaboratively in a fast-paced environment (A/I)

Commitment

Desirable

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



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