

JOB DESCRIPTION

JOB DETAILS

Post title:	People & Culture Business Partner
Post grade:	Grade G-H (career graded post)
Post number:	CCCI21
Directorate:	Resources
Section:	People & Culture
Reporting to:	Head of People & Culture
Line manager:	N/A
Date updated:	April 2025

JOB PURPOSE

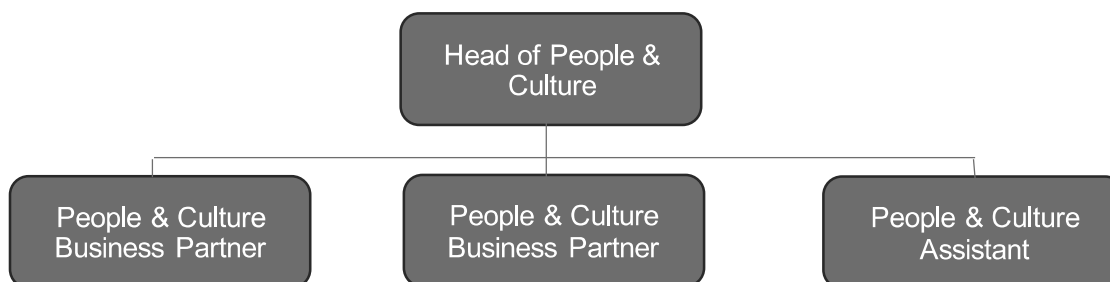
The postholder will be an expert in their field and will have an excellent understanding of the organisation, its business strategy and key stakeholders. The postholder will provide expert support, advice and guidance to leadership, employees and key stakeholders.

RESPONSIBILITIES

- To work closely with leadership, employees and key stakeholders providing hands-on and strategic input, insight, and advice on people-related issues such as: talent management, employee relations, coaching/development, organisational development, and training
- Responsible for delivering a wide range of business partnering services, providing proactive, value adding, strategically aligned support to the Council in the development and delivery of people strategies to support organisational goals.
- Input into People & Culture policy, strategies and procedures and ensure their consistent use and deployment
- Input into the development of People & Culture and learning and development programmes, undertaking staff training in areas relevant to the role.
- To input into the consultation, negotiation and relationship management with recognised Trade Unions
- Possess the ability to draft policy and employment documentation, and play a key role in the successful delivery of People initiatives
- To provide day to day advice, guidance and support on people matters to managers and employees including the interpretation and application of national terms and conditions, People & Culture policies and procedures, pensions and employment law
- To assist in the development and maintenance of HRIS
- To support the control of the staff establishment and produce comprehensive management information

- To support the recruitment process by advising managers on contract types, job descriptions and person specifications, advertising, selection tools and processes, participating in selection panels when necessary and developing and improving systems and processes.
- To undertake specific projects associated with the council's Workforce Development Strategy, People & Culture service plan and other associated People & Culture strategies
- To assist with the implementation of annual pay awards and other changes to national (or local) terms and conditions such as allowances, holiday entitlements etc
- Ability to facilitate and manage ongoing organisational change
- Instigate the development of new ways of working to achieve both service improvement and efficiency.
- To represent the service on corporate equality policy development and assist with the promotion of inclusion, diversity, equal opportunity and anti-discriminatory policies and procedures including the integration of equality principles into People & Culture service delivery.
- To represent the council on relevant internal, County and Regional groups in the absence of the Head of Service and on an as and when basis as required
- To continuously develop and attend training courses relevant to the role and responsibilities of the post.
- Undertake job evaluation, organise and attend JE panel and appeal panel meetings, and advise managers preparing job descriptions on the requirements of taking posts through the JE process
- Prepare management reports, metrics and performance indicators
- Support in responding to FOI, ONS and data access requests ensuring accuracy of information provided
- Complete statutory returns and transparency information as required.

ORGANISATIONAL CHART



KEY WORKING RELATIONSHIPS

we are **Open and Honest**

we are **Respectful**

we are **Inclusive**

Staff
Managers
Chief Officer Group
Trade Unions

RESOURCES

Personally accountable for maintaining training, occupational health and apprenticeship budgetary information, equivalent to 0% of revenue budget.

PHYSICAL DEMANDS

This role will primarily be carried out in an office environment, with the requirement to be able to spend extended periods of time working on a computer at a desk or attending meetings.

There will be an occasional demand for travel to meetings.

MENTAL DEMANDS

The postholder will need to be able to manage a complex workload, balancing the demands to ensure council and legislative requirements are met whilst also responding to changing priorities as necessary.

The postholder will need to be able to respond quickly and effectively when staffing issues arise.

The postholder may be exposed to distressing information through employee relations work.

WORKING ENVIRONMENT

This role is suitable for hybrid working.

ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and adults with additional care and support needs; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

To manage risk and to help formulate and comply with the Council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under your control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.

PERSON SPECIFICATION			
QUALIFICATIONS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
CIPD Level 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Membership of the CIPD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Up to date and in-depth knowledge of employment legislation and HR best practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Evidence of Continued Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Recent significant experience in an HR generalist or similar role, providing pro-active solutions focused advice to managers and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Experience of using a computerised HRIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Experience of dealing with casework (capability, disciplinary, ill-health etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Experience of policy development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Experience of developing and improving processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Experience of carrying out job evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form & interview
Previous HR experience within Local Government or a similar environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form & interview
SKILLS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Organised and able to perform in a pressurised environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Ability to communicate clearly and effectively, both orally and in writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Excellent interpersonal, influencing and negotiating skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Ability to reach decisions on staff issues objectively, consistently and fairly, using discretion where appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Ability to handle emotionally charged situations with a level of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview

tact and diplomacy and sensitivity and advocacy			
Numeracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Ability to present complex information in a clear, concise and 'user friendly' manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
BEHAVIOURS / ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Able to prioritise and balance a varied workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Enthusiastic and self-motivated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Flexible with a "can do" attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Takes personal responsibility and uses resources effectively and efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Open to change and commitment to continuous improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Shows respect and consideration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Ability to maintain a high degree of confidentiality and understand and adhere to data protection legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Demonstrates integrity, commitment to equality and diversity and behaviours consistent with the Council's values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Emotionally intelligent, resilient, flexible, calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview
Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form & interview

Criteria determining progression through the grading structure from Grade G to H:

- Significant Business Partnering experience ...
- ...
- ...