**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| Designation: | Strategic HR Business Partner, | Grade: |  SMG 2  |
| Reports to (Designation): | Head of HR | Grade: | JNC 4 |
| Directorate: | Office of the Chief Executive | Section: | Human Resources |

**Main Purpose of the job:**

1. To be the principal strategic adviser to two Directorates of the Council on all aspects of human resources.

1. To work with the Directorate Management Teams as their strategic HR business partner, ensuring the alignment of HR and business strategy at directorate level.
2. To lead the implementation of the Directorates’ business strategies from a people perspective, using data, metrics and evidence to inform and drive decision making and change across the business areas.
3. To lead and direct a small team providing operational HR support to the Directorates on complex issues and cases, including organizational change, and employee relations case work, ensuring the delivery of a customer focused and professional service.
4. As a member of the HR Leadership team, contribute to the overall leadership and management of the HR function and make a proactive contribution to the development of HR strategy and policy, using data, metrics and evidence to inform and drive decision making and change.

**Summary of Accountabilities and Personal Duties:**

1. Work with the Executive Directors and their management teams to support the delivery of services priorities in all aspects of people management.
2. To lead and direct a small team providing operational HR support to the Directorates on complex issues and cases, including organizational change, and employee relations case work, ensuring the delivery of a customer focused and professional service.
3. Act as the HR customer relationship manager for the Directorates, ensuring that managers are receiving good support from all areas of HR and facilitating the development of a strong customer focus across HR.
4. Monitor the effectiveness of HR policies and protocols across the Directorates, identifying areas for improvement and development and ensuring those inform the development of HR policy to support the smooth running of the Council.
5. Support the development of a working environment where every individual’s unique contribution is valued and respected, enabling all employees to thrive and achieve their full potential.
6. Develop and maintain constructive working relationships with trade union representatives.
7. Build a strong approach to workforce planning and resourcing which ensures the Directorates have the right workforce capacity to deliver service objectives, working closely with colleagues in the HR Leadership team to ensure workforce planning is aligned across the council.
8. Work with the learning and development team to ensure the Directorates make best use of the Council’s learning and development offer so that staff have the knowledge, skills and experience to fulfil individual and organisational needs and ambitions.
9. Work with the Resourcing Team to ensure there is a good understanding of resourcing requirements and challenges, providing diagnostics to support the development of robust

talent management programmes that maximises potential, inspires people to want to work for the Council and ensures that the right capacity is in place in the Directorates to deliver corporate and service aims and priorities

1. Coach and mentor managers to improve people management and performance across the Directorates

All employees are required to:

* To actively promote equality and diversity in the workplace
* Participate in the Performance Evaluation Scheme and to undertake appropriate training and development identified to enhance their work
* Carry out the duties of the post with due regard to the Council’s Dignity at Work Policy and core values.
* Comply with the Council’s Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public
* Assist in carrying out the Council’s environmental policy within the day to day activities of the post
* Undertake other duties, commensurate with the grade, as may reasonably be required
* Treat all information acquired through employment, both formally and informally, in strict confidence

**Contacts**

**These will include**

**Internal Contacts:** Executive Directors and Directors, the Mayor, Cabinet and other elected Members, members of the Chief Executive’s Directorate, the Mayor’s Office, trade unions and senior staff in other Directorates

**External Contacts:** HR leads and senior managers at key partner organisations in Lewisham, other London local authorities, London Councils, the GLA and the LGA.

**Number of fully managed staff: 3**

**PERSON SPECIFICATION**

**JOB TITLE: Strategic HR Business Partner POST NO:**

**DEPARTMENT: Office of the Chief Executive GRADE:** SMG 2

Note to Candidates

The Person Specification is a picture of the behaviours, skills, knowledge, and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

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| **Equal Opportunities** | Commitment to implement the Council’s Equal Opportunities PoliciesAwareness of equalities issues within an inner London authority and experience of how to integrate diversity and inclusion approaches into people management solutions | **S** |
| **Knowledge & Experience** | Successful track record as a senior practitioner within HR in a complex environment/organisation.Experience of managing others and setting performance targets. In depth and up to date knowledge of corporate and business challenges facing local authorities and public bodies and how to deliver people management solutions that address thoseSubstantial knowledge of employee engagement, employment law, best practice and employee relations to deliver key outcomes that support the organisation’s priorities and objectives. Substantial experience of successfully developing and implementing a broad range of people management solutions to deliver agreed organisational outcomesSuccessful track record in devising, leading and delivering people management initiatives and interventions to improve talent management, resourcing, performance management and the employee experience.Experience of creating recognition and reward solutions which attract, motivate and retain employees. Good understanding and experience of the political interface in a local authority and the role and needs of elected members.Substantial experience of successfully managing relationships and stakeholders within a political environment and at a senior executive level. | **S****S****S****S****S****S****S****S** |
| **Aptitudes & Skills** | Strong communication skills – able to speak confidently, persuasively and articulately and to write clearly and effectively. Highly organised, able to prioritise and handle change, and to lead a team to work calmly and effectively under pressure and to meet deadlines Ability to use information technology including MS Office and financial and human resources management systems.Good project management and financial management knowledge.Astute, with the ability to identify long and short term risks and opportunities, and to think creatively and work collaboratively to develop and deliver practical solutions | **S****S** |
| **Personal Qualities/Behaviours** | Be **resident focused.** With the ability to listen to learn, think broadly and find solutions, make decisions and take action.  Be **ambitious to improve.** A person who takes responsibility, creates and innovates, measures and evaluates.Take a **one council** approach. Inspiring and communicating, trusting and empowering, collaborating.A strong and highly motivated leader and team player with energy and credibility who commands the confidence of Members, senior managers, staff, partners and stakeholders.Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respectAbility to work collegiately in a matrix environment and to provide training, development and coaching to colleagues and direct reports. Proactive, positive, customer centric and determined to add value. Evidence of commitment to continued professional development. |  |
| **Qualifications** | Chartered membership of the Institute of Personnel and Development or demonstrable equivalent experience.  | **S** |
| **Circumstances** | Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines. |  |
| **Physical** | Generally, must meet LB Lewisham requirements for the post. |  |