

**LONDON BOROUGH OF LEWISHAM
JOB DESCRIPTION**

Job Title	Senior HR Business Partner	Grade:	PO8
Reports to:	Head of Service	Directorate:	Chief Executive's
Division:	People & OD	Team:	Business Partnering

Main Purpose of the job:

To be the lead strategic adviser to designated Directorates of the Council on all aspects of human resources, best practice and Employment Legislation.

To work closely with the Directorate Management Teams as their Senior HR Business Partner, ensuring alignment of HR and business strategy at directorate level.

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.

To lead and advise a small team providing operational HR support to the Directorate on complex issues and cases, including organisational change, and employee relations case work, ensuring the delivery of a customer focused and professional service.

PERSONAL DUTIES

1. Lead and direct the team in the provision of a high quality HR advisory services supporting directorates on complex employee relations issues and cases, including organisational change (i.e. restructuring and TUPE), and employee relations case work.
2. The role will provide expert advice on, and keep abreast of, employment legislation, translating changes back into policies and practices as required to minimise risk and reputational damage to the Council.
3. Work with the Leadership teams ensuring the alignment of HR and business strategy at Directorate level to support the implementation of directorates' business strategies from a people perspective. This will include supporting workforce planning across the directorates.
4. Work collaboratively across the People and OD service to ensure the Council has the right people in the right jobs with relevant skills, knowledge and experience to meet the organisational needs and ambitions.

5. Monitor and review the effectiveness of HR policies and protocols across the Directorates, identifying areas for improvement and development and making recommendations for the development of HR policy to support the continual smooth running of the Council. Review and develop areas of HR policy and practice as allocated, ensuring the Council's policies and procedures are legally compliant and in line with best practice.
6. Build and manage on-going, constructive working relationships with trade union representatives and other staff representatives. Lead in consultation forums, negotiating as necessary on behalf of the relevant Directorates.
7. Act as lead Coach and Mentor to managers across the Council to improve people management and performance across the Directorates.
8. As a member of the extended 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 across the Council.
9. Undertake any other duties commensurate with the post

MANAGEMENT ROLES & EXPECTATIONS

As a Lewisham Manager you will:

1. Adapt the planned delivery of services to ensure changing community and customer needs.
2. Monitor and review service outcomes ensuring effective delivery of personal and team objectives.
3. Ensure the continuous improvement in services using creative and informative inventions as well as effective performance and quality management.
4. Plan, deploy and co-ordinate people resources to meet changing operational needs.
5. Ensure services meet statutory and identified organisational standards and regulations.
6. Ensure an understanding of the impact of your service on other functions.
7. Be responsible for professional advice and support in the service area to deliver in partnership with others the council's vision, values and ways of working.
8. Ensure the effective deployment of financial resources and compliance with statutory professional and organisational frameworks.

All employees are required to:

- Carry out the duties of the post with due regard to the Council's relevant codes and procedures.
- Carry out duties with due regard to the Council's values and behaviours.
- Participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.
- Treat all information acquired through employment, both formally and informally, in strict confidence
- Undertake other duties, commensurate with the grade, as may reasonably be required.

Key contacts will include:

All internal Senior Leaders, including elected Members, Trade Unions and all council staff; all HR leads and key partner organisations as would be expected to carry out the role and keep abreast of best practice.

This job description may need to be amended by the Directorate to meet the changing needs of the service.

Date: May 2025

PERSON SPECIFICATION

JOB TITLE: Senior HR Business Partner

POST NO:

DIVISION: People & OD

GRADE: P08

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.

Equal Opportunities	Commitment to implement the Council's Equal Opportunities Policies Experienced management of complex 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 HR practitioner in a complex and unionised 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 those. Substantial knowledge of employee engagement, employment law, best practice and employee relations to deliver key outcomes that support the organisation's priorities and objectives. Proven experience of successfully developing and implementing people management solutions to deliver agreed organisational outcomes	S S S

	<p>Good track record in leading and delivering people management initiatives and interventions to improve performance management and the employee experience.</p> <p>Good understanding and experience of the political interface in a local authority and the role and needs of elected members.</p> <p>Experience of successfully managing relationships and stakeholders within a complex organisation.</p> <p>Substantial experience of working in a unionised environment and managing complex relationships within a political environment.</p>	<p>S</p> <p>S</p> <p>S</p> <p>S</p>
Skills	<p>Strong communication skills – able to speak confidently, persuasively and articulately and to write clearly and effectively.</p> <p>Highly organised, able to prioritise and handle change, and to lead a team to work calmly and effectively under pressure and to meet deadlines</p> <p>Ability to use information technology including MS Office and financial and human resources management systems.</p> <p>Good project management and financial management knowledge.</p> <p>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.</p>	<p>S</p> <p>S</p> <p>S</p> <p>S</p>
Personal Qualities	<p>Be resident focused. With the ability to listen to learn, think broadly and find solutions, make decisions and take action.</p> <p>Be ambitious to improve. A person who takes responsibility, creates and innovates, measures and evaluates.</p> <p>Take a one council approach. Inspiring and communicating, trusting and empowering, collaborating.</p>	

	<p>A team player with energy and credibility who commands the confidence of Members, senior managers, staff, partners and stakeholders.</p> <p>Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect</p> <p>Ability to work collegiately in a matrix environment and to provide training, development and coaching to colleagues and direct reports.</p> <p>Proactive, positive, customer centric and determined to add value.</p> <p>Evidence of commitment to continued professional development.</p>	
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.	