

**LONDON BOROUGH OF LEWISHAM  
JOB DESCRIPTION**

<b>Job Title:</b>	HR Business Partner	<b>Grade:</b>	PO4
<b>Reports to:</b>	Senior HR Business Partner	<b>Directorate:</b>	Chief Executive's
<b>Division:</b>	People & OD	<b>Team:</b>	Business Partnering

**Main Purpose of the job:**

To deliver a comprehensive, value added, high quality expert and professional HR service across the Council directorates on all aspects of human resources. The role will provide expert advice on employment legislation and on Council policies and procedures to minimise risk and reputational damage to the Council. As part of the HR function it provides a comprehensive value added, high quality Human Resource Management Service in partnership with directorate services, ensuring the delivery of a customer focused professional service.

Overall management and responsibility of all the day to day operational aspects of all employee relation matters across the Council, working collaboratively across the HR function and wider organisation to ensure the delivery of a customer focused and professional service.

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**PERSONAL DUTIES:**

1. Manage the team in the provision of high quality expert HR employee relation services, including providing expert advice, guidance and support across the directorates on complex people management issues and cases, including organizational change (restructuring and TUPE), and employee relations case work, ensuring the delivery of a customer focused and professional service.
2. Support the delivery of services' priorities in all aspects of people management, developing effective working relationships with managers to achieve that.
3. Lead and direct the team in the provision of expert advice and support to managers on complex management of change issues including reorganisation /restructuring redundancy/redeployment, outsourcing/TUPE, job evaluation and consultation processes. This will include providing advice on financial and equality implications; job design, establishment control and reconciliation.
4. Analyse, monitor and review all HR metrics for the directorate(s), preparing reports and recommendations for DMT and other service management meetings. This will include using external insight and intelligence to help inform recommendations.

5. Review and develop areas of HR policy and practice as allocated, working with key stakeholders ensuring the Council's policies and procedures are legally compliant and in line with best practice.
6. Support and encourage managers to make best use of the Council's learning and development offer, working with the learning and development team, to ensure that staff have the knowledge, skills and experience to fulfil individual and organisational needs and ambitions.
7. Advise and coach managers to improve people management and performance across the Directorates
8. Oversee the design and delivery of people management training and play an active role in the delivery of induction events, engagement activities, and inclusion initiatives.
9. 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.
10. Work in partnership with colleagues across the council and external partners/suppliers to ensure the effective delivery of employee relations services, this will include but not be limited to colleagues in legal services, finance, audit, H&S and communications, occupational health
11. Undertake research and project work as required including preparing and presenting reports and oversee and or support the implementation of such projects as appropriate.
12. Keep abreast of changes in legislation, case law and best practice ensuring that these are then reflected in changes to Council policy and practice accordingly.
13. Undertake any other duties commensurate with the post

**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 Officers, including close liaison with all People and OD Officers; 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:** HR Business Partner

**POST NO:**

**DIVISION:** People & OD

**GRADE:** PO4

### 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.

<p><b>Equal Opportunities</b></p>	<p>Commitment to implement the Council's Equal Opportunities Policies</p> <p>Experience of managing equalities issues within an inner London authority and experience of how to integrate diversity and inclusion approaches into people management solutions</p>	<p><b>S</b></p>
<p><b>Knowledge &amp; Experience</b></p>	<p>Successful track record as an HR practitioner in a complex environment/organisation.</p> <p>Experience of managing others and setting performance targets.</p> <p>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</p> <p>Sound knowledge of employee engagement, employment law, best practice and employee relations to deliver key outcomes that support the organisation's priorities and objectives.</p> <p>Experience of successfully developing and implementing people management solutions to deliver agreed organisational outcomes</p>	<p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p>

	<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>Experience of working in a unionised environment</p>	<p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p> <p><b>S</b></p>
<b>Skills</b>	<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><b>S</b></p> <p><b>S</b></p>
<b>Personal Qualities</b>	<p>Be <b>resident focused</b>. With the ability to listen to learn, think broadly and find solutions, make decisions and take action.</p> <p>Be <b>ambitious to improve</b>. A person who takes responsibility, creates and innovates, measures and evaluates.</p> <p>Take a <b>one council</b> 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>	
<b>Qualifications</b>	Chartered membership of the Institute of Personnel and Development or demonstrable equivalent experience.	<b>S</b>
<b>Circumstances</b>	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.	
<b>Physical</b>	Generally, must meet LB Lewisham requirements for the post.	