

HR Business Partner

**Salary:** Band 12 - £42,496.22 to £46,020.81 per annum (FTE £52,412 - £56,759)

**Hours per week:** Up to 30 hours, to be worked over four or five days, working days must include a Monday and/or a Friday.

Office attendance is required minimum 2-days a week and this remains flexible, subject to business needs.

**Location:** Civic Offices, Portsmouth

**Contract type:** Permanent

### **The Service**

The HR service provides a full range of HR and OD functions to the council's employees as well as to a number of external clients in the education sector. The council is going through a period of considerable change, and HR is the heart of that change, supporting managers, developing the workforce and safeguarding the council's legal position. As a service we take pride in our work by valuing others, focusing on what's important and making a real and positive difference.

### **What is the role?**

Our Business Partners work directly with a range of departments across the City Council, developing HR solutions in respect of the business needs of the departments, aligned to the strategic objectives of the City Council. This role will be part of our Business Partner team, and you are required to work independently as well as collaboratively part of a team. Reporting to the Assistant Director of HR, you will have the opportunity to work with directors and other senior managers in service departments honing your skills to support the wider transformational agenda. This role will also provide line management support for the Employee Relations team, a responsibility that is shared among the other HR Business Partners.

With a strong HR background and a broad understanding of the council and its services, you will use your influencing skills to achieve the right outcomes for departments. You will work collaboratively with departments to support them diagnose issues, enabling them to focus on achieving the right outcomes, brokering the necessary support to achieve these. You will also guide them to navigate what might be complex employee relations matters dealing personally with these where required.

### **Who is the person?**

You need:

- A clear understanding of the Business Partner role and the importance of relationship building / management and the potential to develop these skills at the highest level.
- An understanding of the principles of change management and how these can be applied to achieve successful outcomes, with evidence of navigating change at an operational level.
- A relevant HR qualification and ideally be a member of the CIPD.

- Credibility as an HR professional, with experience of working at an operational and strategic HR level, with the ability to quickly attain the trust and confidence of others and work effectively as a team player.
- Extensive experience and knowledge of HR practice and employment law and have a track record of having worked successfully with trade unions.
- Negotiation skills with the ability to effectively influence your audience to a positive outcome.
- Solid business & financial understanding that will allow you to function at any level, bringing value to the decision-making process.
- Excellent relationship building skills across HR and Portsmouth City Council that will ensure a wide understanding of the needs of the business and available solutions.
- Self-belief that inspires others around you in the value of HR and the value that you and HR can bring in driving effective business results
- Independent and are confident to stand alone and express your own views even if unpopular or challenging. You manage the process of mutual understanding and agreement which results in strong, equal and constructive relationships.
- A broad set of consultancy skills that are solution focussed including expert networking, strategic thinker (with the ability to communicate and lead at a strategic level), leadership in driving change and role modelling behaviour, influencing others and a political awareness.
- Effective IT skills with the ability to interrogate systems, analyse and interpret data, producing reports to help inform decisions and advice.
- Flexible and adaptable to change able to respond positively to changing priorities and environments
- Comfortable working both independently and collaboratively as part of a team
- Proactive with willingness to take initiative and contribute to continuous improvement
- Strategic mindset with the ability to translate policy into practice

### **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).