

Job Description

People Partner

Job Details	
Grade	GR7
Job Evaluation Number	A9919 A9919
Number of Posts	6
Directorate	
Division	People Services
Department	Strategic People Partnering
Service Area	
Reporting to	Assistant Director - Strategic People Partnering

Strategic statement about Birmingham City Council

1.0 Portfolio Responsibilities

1.1 Reporting to the Assistant Director - Strategic People Partnering, this critical role provides the strategic interface between People Services and the assigned Directorate(s) where you will work in partnership with leaders, key stakeholders and people services colleagues to provide high-level HR support, coaching, influencing and challenging ways of working / behaviours to develop and implement future-focused people strategies and solutions that effectively contribute to delivering the council, directorate(s) and People Services strategic outcomes over the next 5 years.

1.2 As a key member of the People Services Departmental Management team, you will make a significant contribution to the effective leadership of People Services and its People Strategy, by driving and developing people initiatives, policies and procedures, ensuring they are agile, innovative and future focused whilst enabling evidence-based decisions through data and insight / technology, to deliver a high performing, customer focused, evidenced-based and best in-class people service.

1.3 To have a direct line management responsibility for the People Performance Partners and matrix-manage other People Services employees' to deliver high-quality and high performing strategic and operational people outcomes making significant contribution to the council, directorate(s) and People Services key

performance indicators / targets.

1.4 The role is key in delivering the council's vision for the best in class People Services:

- To empower our people by proactively providing the insight they need A trusted partner, enabling the council to deliver its priorities Committed to enabling all our diverse talent to flourish

This is underpinned by the following design principles:

- Performance Insights and Data
- Culture and Values
- Skills and Development
- Customer Experience
- Processes and Controls
- Service Delivery Model
- Innovation and Continuous Improvement
- Technology

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 As a member of the Directorate(s) Leadership Team, to work closely with Directors and their senior management team to develop a deep and broad understanding of the council's and departments strategic direction in order to implement medium and long term (3 - 5 years) effective people solutions to drive key priorities and challenges to deliver strategic business objectives.

2.2 To challenge and influence business decision making and planning, e.g. directorate / People Services business and delivery plans, to ensure robust people implications are considered. This includes challenging corporate and service priorities to drive strategic and operational excellence.

2.3 As the senior people specialist within the directorate(s), to develop effective working relationships through collaboration, trust, engagement and effective leadership to shape the strategic direction and deliver proactive best in-class people solutions whilst working in partnership with the People Services Centre of Excellence teams to commission specialist people functions e.g. growing talent, reward, organizational design, business transformation, resourcing, workforce planning etc, as well as working in partnership with the People Services Delivery teams to achieve operational and transactional excellence in order to deliver the directorate(s) strategic and operational people outcomes.

2.4 To lead, promote and shape the People Strategy, People Services Delivery Plan, Target Operating Model and other people initiatives, strategies and policies to mitigate people risks and position the council as an employer of choice, driving positive employee engagement and creating healthy high performing teams.

2.5 To strategically lead people management / transformation projects throughout the directorate(s) and representing People Services on corporate projects as appropriate, whilst taking a commercial, innovative, evidence-based approach that is fit for the future.

2.6 To have a direct line management responsibility for the People Performance Partners to embed a

<p>performance framework within your specified directorate(s) which maximises workforce agility and utilising corporate assets / resources in the right and most efficient and effective way, through the use of innovative ICT and digital solutions, whilst enabling performance to be managed through outcomes.</p>
<p>2.7 Responsibility for enabling the management of performance and decision making of their directorates by interpreting, analysing and explaining people / performance data and insight information to their stakeholders whilst developing forecasts, mitigations for underperformance and action plans to take advantage of opportunities to provide critical people expertise into decision making along with the management of risks and issues.</p>
<p>2.8 To drive an increased understanding of people management data, performance metrics and benchmarking across the directorate(s) to identify, commission and ensure delivery of strategic and tactical people interventions to improve productivity and performance.</p>
<p>2.9 To work collaboratively and holistically with other Business Partners and stakeholders to identify key challenges and opportunities for the directorate(s). This will involve applying broad and deep knowledge and experience to provide advice / guidance to others to address significant issues, which will be multi-disciplinary in nature, and require 'out of the box' thinking.</p>
<p>2.10 To develop the directorate(s) Workforce Plan, building in future workforce requirements, from horizon scanning and including input from other areas of the council i.e. Equality, Diversity and Inclusion (EDI), Finance etc that informs the business of its current workforce status and provides a 'road-map' to support the department to achieve its desired workforce over the next 5 - 8 years.</p>
<p>2.11 To embed the necessary people processes and design principles within the directorate(s) such as supporting the service redesign / transformation, succession planning, enabling career pathways to enhance employee engagement, high productivity to achieve the Directorate(s) objectives in the most efficient and effective way.</p>
<p>2.12 To have a key role in developing and coaching people service colleagues and employees within the directorate(s) to share best practice, expertise and to ensure a consistent approach in processes and outputs are being delivered to achieve a best in class service</p>
<p>2.13 Provide leadership, advocacy and expertise on EDI, ensuring it is integral to the business and all People Service outcomes adhere to legal and mandatory requirements.</p>
<p>2.14 To promote the council's core values and equal opportunities through role modelling the required values and behaviours, supporting other colleagues to act as role models as well as having an open commitment and taking clear action when required.</p>
<p>2.15 Develop and maintain effective working relationships with Trade Unions in line with the council's Trade Union Recognition Agreement and relevant Trade Union Acts.</p>
<p>2.16 To ensure all GDPR and other sensitive information are maintained and all breaches are recorded and managed accordingly.</p>
<p>2.17 As part of the People Services Departmental Management Team (DMT) to ensure that all our people</p>

strategies, policies and procedures are in line with employment legislation, case law, best practice and compliant with the required terms and conditions i.e. green book.
2.18 As part of the People Services Departmental Management Team (DMT) to constantly drive and champion the continuous improvement cycle to achieve high-quality, future-focused, innovate and best in-class People Services that are aligned to the council's values and behaviours as well as supporting the council's strategic outcomes.
2.19 Develop and maintain external networks, promoting a positive image of the council in dealing with a wide range of local, regional and national issues.
2.20 To participate in external and internal events as a speaker, facilitator in contributing to discussions/networks on external issues relevant to the role and the specialism.
2.21 To undertake other duties and responsibilities commensurate with the grade of this post and deputise for the Assistant Director – Strategic People Partnering as required.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)		
Post Title	Grade	Number of Posts
	N/A	

Special Conditions	
Is Safeguarding Check needed?	Not Required

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/C	Educated to Level 7 with a post graduate qualification in the centre of expertise or equivalent experience
Qualifications	AF/I	Desirable – Fellowship of the CIPD or equivalent experience

Experience		Substantial high-level relevant professional background and experience in a large, complex organisation and proven credibility in the HR/OD field.
Experience		Significant experience of working in a unionised and political environment or have the ability to demonstrate understanding of and a motivation for public sector values.
Experience		To have a broad and in-depth Strategic HR / OD management, together with significant experience across a number of functional areas of People Services.
Experience		Significant experience of leading major people and organisational change programmes within a complex organisation
Experience		Providing high level strategic people advice, guidance and support on organisational transformation/change - in particular on service delivery models and organisational design of structures.
Experience		Implementing people interventions with proven business benefit to deliver high performing outcomes.
Experience		Substantial experience of diagnosing root cause issues to identify people implications/needs and specifying projects/programmes which will meet those needs.
Experience		Experience of leadership

		coaching and facilitati on.
Experience		Analysing business performance to identi fy relevant people interventi ons.
Experience		Substanti al experience of working in partnership with Directors and senior leaders, where the use of in/ uence and persuasion has been necessary, to achieve desired outcomes and improve overall performance.
Experience		Previous experience of budget management
Skills		Leading projects and managing a complex workload and con/icti ng demands.
Skills		Managing and maintaining e1ecti ve working relati onships with key customers and stakeholders.
Skills		Developing innovati ve soluti ons and contributi ng to strategic planning.
Skills		Managing and improving employee relati ons in a unionised environment.
Skills		Managing con/ict and sensiti ve issues achieving a positi ve outcome.
Skills	I/P	Leadership coaching skills
Skills		Strong diagnosti c skills with the ability and evaluate multi ple sourcesskills, dealing with the public of evidence to create insight and recommend soluti onsetc.

Skills		Ability to act and think strategically within complex and changing organisation and taking account of service / operational needs
Skills		Highly developed judgement is essential to assess, plan and resolve differing, often complex cases and situations in the workplace.
Skills		Future-focused - ability to horizon scan over the next 5 - 8 years
Skills		Strong collaborator and alliance builder and champion of People Services
Skills		Strong interpersonal skills including negotiation, motivating, influencing and relationship building in order to create open and transparent relationships based on trust delivering high customer satisfaction
Skills		Strong performance improvement ethos and business acumen, performance management and resource management skills
Skills		Matrix-managing in a large, complex organisation.
Skills		Ability to deliver business objectives whilst successfully managing pressures arising from competing priorities and demands.
Skills		Politically astute and able to operate successfully in a complex, political environment.

Skills		Ability to evaluate judgement, applying and building on concepts and principles.
Skills		Creative and able to develop innovative solutions that provide 'out of the box' thinking whilst managing risks to achieve desired outcomes.
Skills		Analytically curious and evidence based thinking with excellent problem solving and presenting data/management information to influence stakeholders and lead to evidence based decision making.
Skills		Ability to make connections across diverse areas of work, identifying issues that need to be resolved.
Skills		Highly articulate and able to communicate effectively at all levels, both orally and in writing, including presentation skills, with the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.
Skills		Ability to work on own initiative, prioritise work to deadlines and pay attention to detail.
Skills		Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)
Other		Willingness to maintain professional registration as required.
Other		Commitment and understanding of equality, diversity and

		inclusion.
Other		Ensuring they are at the heart of service delivery and people management.
Knowledge		An advanced in-depth understanding of People Strategies, Business Plans, Departmental Business Plans and developing People Policies.
Knowledge		Up to date knowledge of employment law, case law and best practice.
Knowledge		Knowledge of people principles, diagnostics and methodologies
Training		Willingness to undertake ongoing continuous professional development, participate in regular supervisions, appraisals and take responsibility for own learning and development needs
Training		Previous experience in developing training programmes for Interns/Apprentices to support development and successful course completion.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

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As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.