

Job Description

Department:	Corporate Services
Division/Section:	People & Development
Job Title:	People Business Partner
Post No:	
Grade:	10
Reports to:	Senior People Business Partner
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Service Director People Operations, BI & Transformation] --> B[Head of Servic People & Development] B --> C[Service Lead People & Business Relations] C --> D[Senior People Business Partner] D --> E[People Business Partner] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	None
Job Purpose:	<p>To provide high quality professional advice, guidance, training and support to managers and key stakeholders to enhance awareness and maximise adoption of positive people relation practices within PCC as well as ensuring processes run smoothly and on time.</p> <p>To play a pivotal role in delivering the key people relations activities, as well as contributing to the development and delivery of strategies and policies.</p> <p>To contribute to the promotion of PCC as an employer attractive to candidates and support the development/retention of colleagues by ensuring a positive experience for all through appropriate working practices.</p>

Main Duties and Responsibilities:

- **Raising awareness and adoption**

Be the people relations expert providing advice, coaching, training, and support through successful relationships across Peterborough City Council.

Understand how people relations is applied; the behaviours that have been adopted within the council, the existing levels of engagement with current practices and actively seek ways to increase uptake of positive interventions, raise awareness of well-being and performance standards as well as support and guide improvement where required across the council.

Contribute to innovative people relation approaches, plans and processes including managing behaviour, ensuring engagement is maintained and managers act in a way that involves their staff, and that it is fair, effective, and equitable.

Provide high quality and professional People advice and guidance on immigration rules and sponsoring of migrants to the organisation. This involves the interpretation of the legislation, and contributing to designing processes to ensure the council operates within the rules.

- **Planning, design, and delivery**

Plan, deliver and develop people relation activities.

Contribute to defining and developing the people relation policies and practices.

Contribute to projects outside of people relations to help deliver corporate objectives and strategy.

Hold caseload dealing with people cases, such as disciplinary grievances and appeals.

- **Monitoring, benchmarking, performance, and review**

Contribute to the interpretation of internal data to provide insight and identify people relation solutions and provide analysis/reports to support decision making and drive improvement throughout the business.

Contribute to monitoring and review of all initiatives, programmes and (where relevant or required) third-party contracts implemented to ensure a continuous cycle of improvement.

Understand what other organisations are doing, e.g., how they fulfil and balance a duty of care with optimising performance to help the council achieve its ambitions.

Contribute to regular benchmarking/research on what other authorities are doing with to learn from current and newly emerging best practice.

Working closely with reward & benefit team members to undertake job evaluation and to provide advice to the job evaluation scheme to ensure that the process is managed in a timely and effective manner.

- **Policy**

Co-ordinate the development of employment policies and procedures that reflect future and existing employment legislation, uphold council values, minimise risk to the council and contribute fully to the council's objectives. This must take account of all relevant legislation including equalities, data protection, safeguarding of children and adults, HMRC requirements etc.

Attend and present at Policy Review Forum as required.

Contribution to the development and implementation of specific policy, procedural and guidance materials, working in collaboration with colleagues across the council.

- **Equality and Diversity**

Champion equality, diversity, and inclusivity practices including contributing to the design and delivery of attraction strategies that have a strong focus on diversity and inclusion.

- **Line Management**

Provide peer to peer support to the team of business partners and officers to support personal development and career progression.

Provide direction and advice, ensuring they are working effectively.

Generic Responsibilities:	<p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments. This will include cover during periods of absence to support the deliveries of the service.</p>		
Variation Clause:	<p>This is a description of the job as outlined is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be completed by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to amend your job description following consultation.</p>		
DATE:	30 Nov 2023	COMPLETED BY:	Finilised by Edward Morris-Jones