

## Job Description

<b>Department:</b>	Corporate Services
<b>Division/Section:</b>	People & Development
<b>Job Title:</b>	<b>Senior Business Partner Recruitment &amp; Reward</b>
<b>Post No:</b>	
<b>Grade:</b>	12
<b>Reports to:</b>	Service Lead Recruitment & Reward
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     A[Service Director People Operations, CBI &amp; Transformation] --&gt; B[Head of Service People &amp; Development]     B --&gt; C[Service Lead Recruitment &amp; Reward]     C --&gt; D[Senior Business Partner Recruitment &amp; Reward]     D --&gt; E[Reward &amp; Benefit Business Partner]     D --&gt; F[Reward &amp; Benefit Officer]     D --&gt; G[Recruitment &amp; Retention Business Partner]     D --&gt; H[Recruitment &amp; Retention Officer x 2]                     </pre>
<b>DBS Check applicable?</b>	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"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 5</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b>	None
<b>Job Purpose:</b>	<p>Key role in engaging and partnering with the business, providing proactive services including SME advice and support to drive improvements, ensuring implementation of relevant policies and procedures relating to recruitment, reward, and benefit and guiding the business in completing statutory delivery and reporting requirements.</p> <p>To inspire and manage a high performing team supporting the ongoing development of remuneration frameworks, policies, and practices, and actively participating in recruitment, reward and pay business-wide projects.</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.
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## Main Duties and Responsibilities:

- **Leading the team**

Provide guidance, leadership, set objectives and support the team ensuring positive well-being practices are followed, the organisation follows through on their duty of care to staff and high performing teams are developed as well as partnering with departments to build successful relationships across Peterborough City Council.

- **Raising awareness and adoption**

Developing strong relationships and provide high quality professional advice, guidance, training and support to managers and key stakeholders in all complex matters to reduce risk, remove obstacles, enhance awareness, and maximise adoption of appropriate rewards and benefits and recruitment practices within PCC.

Co-design and lead the implementation of reward and benefits/recruitment strategies that are aligned to PCC and reinforces the culture and values we want.

Use data analysis to provide insights and solutions to resolve challenges and remove barriers that arise and prevent or stall implementation of statutory obligations or achieving corporate objectives (e.g., gender and ethnicity pay gap analysis and equality monitoring) as well as providing trend analysis for every day changes including renewals, managing vendors and competitor comparison.

Working closely with the business in a strategic and advisory role in relation to recruitment and retention including consulting with hiring managers as required, helping the business to build talent pools and strong networks, overseeing the management of candidate relationships, and delivering market intelligence to the business.

Guiding the use of innovative sourcing strategies as well as more traditional recruitment methods to engage with active and passive candidates, oversee the offer and on-boarding process, as well as feedback ensuring professionalism and timeliness.

- **Planning, design, and delivery**

Responsible for ensuring the authorities employment policies and procedures 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.

To consult with and where necessary negotiate new and revised policies with individual or the joint trade unions to ensure the most satisfactory outcomes for the council in line with values and objectives. This includes leading the Policy Review Forum attended by the trade unions, People representation at the Joint Consultative Forum and local union meetings.

Write, present and gain agreement of reports that make recommendations for Directors, Corporate Management Team, Employment Committee, and Full Council on various subjects including employment policies, terms and conditions, and reward/pensions.

Act as the primary point of contact for all reward matters within Group Functions, providing advice and guidance to senior managers and the People Operations team, challenging when necessary.

Can act as lead for all recruitment related projects and contribute to projects associated with reward and benefits.

Lead the execution and development of annual processes and statutory reporting e.g., salary review, short term incentive plans as well as corporate redundancy schemes and overseeing the delivery of key reward cycle activities.

- **Benchmarking, performance, monitoring, and review**

Lead regular comparable benchmarking and research is completed and disseminate learning of best practice approaches to guide strategy, decision-making and ensure PCC remains a competitive employer.

Interpret and communicate internal data to key stakeholders, providing insight, analysis and potential solutions to support decision making and drive improvement throughout the business.

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

- **Policy**

Be a SME in the development and input into relevant 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.

Lead 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, recruitment, reward, and benefit strategies that have a strong focus on diversity and inclusion.

- **Line Management**

Provide line management and coaching support to the recruitment, reward and benefit team and support their personal development and career progression. Provide clear direction, guidance, and advice, ensuring they have every opportunity to reach their full potential and are working effectively as a team.

Deputise for the Service Lead – Recruitment & Reward as required.

Provide peer-to-peer support for other Senior Business Partners within the People Development service.

<b>Generic Responsibilities:</b>	<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 &amp; 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>
<b>Flexibility Clause:</b>	<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>
<b>Variation Clause:</b>	<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</p>

	<p>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>
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<b>DATE:</b>	30 Nov 2023	<b>COMPLETED BY:</b>	Finilised by Edward Morris-Jones
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