

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 ☐ Standard ☐ Enhanced ☐ None ☒
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes ☐ No ☒
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	None
Job Purpose:	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. 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. 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.

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:	To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer. 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.
Flexibility Clause:	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.
Variation Clause:	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. 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.

DATE:	30 Nov 2023	COMPLETED BY:	Finilised by Edward Morris-Jones
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Person Specification

JOB TITLE:	People Business Partner	POST NO:	
SCALE:	10	DEPARTMENT:	Corporate Services
DIVISION:	People & Development	DIRECTOR:	Mandy Pullen
DATE:	March 2023	COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	- Strong knowledge of providing people relations services in house or externally to clients to meet their needs. - Understanding of relevant legislation, national guidelines, and the impact of these on the organisation - Understanding of how projects work, knowledge of project management tools and agile approaches to change - Knowledge of job evaluation and role benchmarking	
SKILLS & ABILITIES	- Ability to generate creative ideas/solutions that are achievable in response to the issues/challenges. - Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues. - Have strong data analysis and problem-solving skills, ensuring the highest level of accuracy. - Ability to make logical, well-balanced, and reasoned decisions and promote/present ideas and solutions in a focused, constructive, and clear manner. - Must be able to influence others at Senior Management and Project Board level. - Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively. - Ability to self-motivate, work on own initiative, plan, organise own workload, and use a wide range of skills and techniques to ensure successful delivery of outcomes through effective use of resources and manage conflicting priorities. - Ability to collect and analyse relevant data and information from internal, regional, and national sources.	

	● Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately.	
And EXPERIENCE	● People relations knowledge and experience: Experience of working in a people relations environment, preferably with a sector which has difficult to fill roles. ● Understanding of impact of People employment actions ● Experience of working on a project or initiative from start to end, able to evidence getting the project started, ensuring focus throughout, meeting targets/deadlines through to final completion.	
QUALIFICATIONS	● Educated to 'A' Level standard or equivalent. ● Degree or equivalent relevant experience	● CIPD or similar qualification: Level 3
PERSONAL CIRCUMSTANCES	● Able to work flexibly to meet the requirements of the post and service, which may sometimes include out of office hours working	
EQUALITY	● Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. ● Understanding of the equality and diversity issues faced by external and internal providers. ● Understanding of the equality agenda and the ability to address discrimination issues	
CUSTOMER CARE	● Knowledge and understanding of effective customer care	