



WME Mission Statement: Everything we do supports a strong public sector workforce

JOB DESCRIPTION

Post title:	Senior HR Business Partner
Responsible for:	N/A
Responsible to:	Head of Service
Salary grade:	Grade 12 (SCP 50-54)

Service Purpose and Values

To be responsible for the delivery of a high quality and comprehensive HR advisory and support services to all Local Authorities and other relevant public-sector employers, covering the full range of employment law, statutory regulations and national terms and conditions of employment.

To actively maintain and develop a range of core and consultancy HR and Organisation Development services through anticipating and responding to the needs of local authorities and other subscribing bodies in their role as employers, taking account of all relevant 'external' developments in relation to the areas of employment law, employee relations and wider human resources management.

Purpose and Values of Service

To directly support the Management Team including making a substantial contribution to the ongoing development, delivery and review of the WME Strategic Plan (2020 - 2025) and the provision of integrated and cost-effective services and support to the full range of client organisations.

Key Accountabilities:

1. The provision of a high quality and responsive advice, information, support and intelligence service on all aspects of human resources management, including employment legislation, statutory regulations, terms and conditions of employment and workforce planning to HR professionals at all levels, directly to elected members, Chief Executives and other senior managers as appropriate.
2. To provide an effective 'two way' interface between the region's local authorities and the employers side of all national negotiating groups and in relation to emerging changes in terms and conditions of employment, statutory provisions in relation to teaching staff and developments in employment and associated case law.

3. To ensure the service meets agreed income targets, identifying, generating and securing potential income earning opportunities through bespoke consultancy projects and assignments across the local government client base and wider public sector, including acting as an executive coach and/or accredited mediator.
4. To be responsible for identifying, deploying and supporting Associate HR, Learning and OD consultants and ensuring appropriate levels of quality control and client satisfaction.
5. To have responsibility as the lead role, or contributing to, the production of Tender Bids for work associated with the provision of the Employer Services function.
6. To act as 'lead' officer on relevant 'region wide' HR / OD related projects and play a major role in the identification, development and implementation of projects developed in partnership with other regions and national bodies including the securing of income streams.
7. To be responsible for maintaining and developing positive and constructive working relationships with regional trade union colleagues in order, where possible, to develop joint solutions to local employment relations developments and disputes.
8. To deputise for the Assistant Director / Head of Service in relation to relevant areas of responsibility and expertise, including representing the organisation at regional and national meetings and attend, advise and provide reports to the Elected Member Management Board as required.
9. To work closely with colleagues across the organisation, within local authorities and with external providers / partners, to extend and develop the commercial portfolio of West Midlands Employers across all service areas.
10. To be responsible for raising the profile of the organisation, increasing client engagement and securing income through the identification, design, and development of seminars, workshops and conferences on topical and emerging employment related issues.
11. To work flexibly within and contribute to the identification and development of mutually supportive and cost-effective joint working / shared service and partner arrangements with relevant sub regional and regional 'public sector' organisations and other regional / national employers services.
12. To adopt a proactive role in the effective sharing of HR information and best practice throughout the region, maximising the use of the web-based facilities and liaising with other regional and national organisations as necessary.
13. To co-ordinate, actively support and participate as required in regional HR and Learning & Development networks, including Heads of HR and Education/Schools HR groups.
14. The development and direct delivery of identified training and development interventions at regional and local authority level on a wide range of HR related areas.
15. To contribute to the ongoing development of the organisation's Strategic Plan and work programmes, participate actively in organisation wide team meetings and promote and market the full Regional Employer Service portfolio of commercial

and 'core' membership services and products, including identifying, anticipating and responding to the needs of local authorities.

16. To promote and market the full Regional Employer Service portfolio of commercial and 'core' membership services and products, including identifying, anticipating and responding to the needs of local authorities and act as an ambassador, advocate for and representative of the organisation, including through attendance and contributions at relevant meetings as required.




Working Arrangements

The post-holder will be required to adopt a flexible approach to duties and responsibilities integrating the above responsibilities with relevant Strategic and Service Plans / Work Programmes.

The basic working week is 37 hours, based around office hours of 8.30am to 5.30pm. The nature of the duties of the post will, however, demand considerable flexibility both in terms of working hours and location.

In addition, WME operates a positive approach towards home-working, ensuring a careful balance between the need for regular and consistent communication at team level, the provision of responsive customer services and the necessary environment for undertaking development work.

PERSON SPECIFICATION

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <p>MCIPD or equivalent (MBA / MsC in relevant subject), or alternatively, an equivalent depth of knowledge and understanding gained through substantial experience in relevant areas of work incorporating all of the above.</p>	A/I
	<p>Knowledge and Experience</p> <p>Able to demonstrate a proven track record and substantial experience of operating at a senior/strategic level either within a local government / public sector environment or similar multi functional large employer(s) including;</p> <p>a) the provision of professional advice and support to senior management in relation to a wide range of human resource issues;</p> <p>b) a demonstrable capacity to identify, develop and deliver on consultancy based projects and assignments across relevant areas of expertise.</p> <p>c) evidence of commercial acumen and effective partner working with appropriate organisations, leading to 'added value' service delivery and ensuring value for money</p>	A/I A/I A/I A/I
	<p>Skills</p> <p>A detailed understanding of the employment law framework, necessary to provide complex and detailed advice on employment matters to senior and other HR professionals across the regions local authorities</p> <p>An in depth understanding of the current people management issues / agenda facing local government and current employment and other related legislation and the ability to relate these effectively and practically to the challenges facing local authorities</p> <p>A detailed understanding of pay and reward issues within the local government sector, including experience of the implementation of appropriate Job Evaluation methodologies</p> <p>Excellent verbal and written interpersonal skills, including the confidence and ability to provide authoritative advice and develop and deliver presentations to a range of audiences, including Elected Members, Chief Executives, Chief Officers and line managers and engage with representatives of a wide range of external organisations.</p> <p>An ability to research, analyse and interpret complex and sensitive circumstances and situations, often working with limited direction or management.</p>	A/I A/I A/I A/I

	<p>A working knowledge of word processing and presentation software, together with keyboard skills at a level to enable self sufficiency within an office environment.</p> <p>An ability to inspire, foster and champion innovation coupled with developed networking skills that inspire trust, encourage forward thinking and involvement.</p> <p>An ability to think, plan and act strategically, with strong political awareness.</p> <p>An ability to self-motivate, whilst managing a diverse and heavy work programme and prioritise accordingly, planning and scheduling of activities and balancing conflicting demands.</p> <p>Ability to demonstrate a flexible approach to work, both in relation to task and working arrangements.</p> <p>An understanding of and commitment to high levels of service quality and standards.</p> <p>Ability to exercise influence without executive authority and negotiate solutions mutually acceptable to different parties.</p> <p>Ability to identify and secure opportunities to expand the breadth of the activity and 'marketplace' in the pursuit of improved cost effectiveness.</p> <p>Ability to work under pressure and in an environment where conflicting deadlines are not uncommon.</p> <p>Ability to self-motivate in managing a diverse and heavy work programme, including prioritisation of tasks, planning and scheduling of activities and balancing conflicting demands.</p> <p>A demonstrable commitment to team working.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.