

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

--

Job title:	HR Business Partner	Location:	Cirencester
Department:	Organisational Effectiveness	Service:	HR
Reports to:	Snr HR Business Partner	Working Hours:	37 per week
Job group:	Specialist Level 3	Peer group no:	PGG12
Business World Post number:	880001501	Direct Reports (if applicable):	
FTE Salary:	£53,963 - £54,505	Contract type:	Permanent

Main purpose of this specific role:	<p>As an HR Business Partner and inhouse expert in your field you will have an excellent understanding of the organisation, its business strategy and customers, and a very good understanding of the people challenges faced by the organisation.</p> <p>You will work closely with management, employees and key stakeholders providing hands-on and strategic input, insight, and advice on people-related issues: talent management, employee relations, coaching/development, compensation, conflict management, organizational development, and training.</p> <p>You will have experience of delivering HR strategies for multiple stakeholders, with varying business strategies and goals. Experience of working within a matrix organisation would be advantageous</p> <p>You will be responsible for delivering a wide range of HR business partnering services, providing proactive, value adding, strategically aligned support to the Council(s) and Publica in the development and delivery of people strategies to support the business goals of the organisation.</p>
Main Requirements of this specific role:	<ul style="list-style-type: none">• Develop and deliver strategic HR guidance to business leaders and serve as a primary point of contact for all HR related matters, supporting managers in dealing with complex casework, performance, attendance and other employee relations issues.• Be future focused in providing support to the strategic shaping of the organisation, drawing on unique knowledge and experience as people professionals to support corporate plans• Working closely with service areas, develop and execute effective HR programs, policies and processes to influence talent development, workforce planning and employee engagement• Identify talent gaps and contribute to the implementation of effective recruitment and retention strategies in order to maximise succession planning.• Contribute to initiatives that support the overall training and talent development strategy• Build trusted relationships across the partner organisations with senior leaders and senior managers to identify HR solutions and ensure people strategies are embedded in the organisation

	<ul style="list-style-type: none"> • Provide support and guidance to managers to ensure they are equipped with the appropriate tools and knowledge to effectively manage their teams • Leading and supporting on end-to-end change and restructuring programmes • Managing unionised environments and delivering effective resolutions where required • Maintain up to date knowledge of the employment legislation within which HR operates; developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice
Essential qualifications/skills /experience specific to this role:	<ul style="list-style-type: none"> • Educated to degree level or equivalent relevant professional membership/qualification of governing body CIPD – Level 5 or above • Five years experience in the relevant field • In-depth knowledge and experience of employment legislation • Ability to draft policy and employment documentation, and play a key core role in the successful delivery of HR initiatives • Ability to facilitate and manage ongoing change • Ability to resolve complex issues and complaints by negotiation, maintaining calm often within challenging environments • Ability to inspire and successfully motivate others towards shared objectives • Ensure all relevant customer and company information is captured and recorded accurately • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes
	<ul style="list-style-type: none"> • Recognise talent within our own teams and provide guidance and support in developing individuals • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google • Be a self starter with strong interpersonal skills and communication skills • Ability to influence people at all levels of the organisation through demonstrating credibility and being articulate • Ability to build effective and trusted relationships at all levels of the organisation and have strong emotional intelligence

PUBLICA

Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working in a public sector or similar environment • Experience working in a matrix organisation • Experience of working along side Union Representatives • Knowledge, understanding or experience of project management
	Generic Job Profile:
Main Purpose of a role within this job group:	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • To be a trusted expert in providing guidance within the area of specialism and actively contribute to the direction of Publica • Contribute to the shaping of policy, influencing industry bodies, clients and colleagues to achieve long term business plan objectives of Publica • Maintain a broad awareness of issues affecting the public sector
Key Responsibilities of a role within this job group:	<ul style="list-style-type: none"> • Act as the professional expert in the service area and liaison between customers, suppliers and colleagues for mutual benefit with a view to developing good working relationships • Develop and implement tactical delivery plans that directly link into Publica's business plan • Manage a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Make recommendations related to the area of specialism to improve Publica's effectiveness and efficiency in delivering services

	<ul style="list-style-type: none">• Develop and build relationships with stakeholders, influence others and collaborate with other functions and external bodies• Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines• Find solutions to non routine and often complex situations• Plan and monitor own workload, inputting and influencing other functions to meet deadlines• Mentor and train colleagues• Carry out duties with discretion, integrity and maintain confidentiality• Input into and support improving the key performance indicators• Undertake any other duties as reasonably required to do so	
General Accountabilities:	<ul style="list-style-type: none">• The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment• Work in compliance with the Codes of Conduct, Regulations and policies of Publica• To support the response to a major incident, including taking up a designated role within the emergency management framework	
Special Conditions:	<ul style="list-style-type: none">• There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business• You will be expected to work reasonable additional hours in line with the needs of the service• Full UK Driving License• Ability to travel/ access to a vehicle for work purposes	
Date reviewed:	08.01.25	
Reviewed by:	Kate Wilkins	
Manager job title:	John Llewellyn - Head of HR	
Date of issue:	08.01.25	
Checked HRBP:	Kate Wilkins	08.01.25