


Hanover (Scotland) Housing Association Ltd

JOB DESCRIPTION		
Position:	HR Business Partner	
Department:	Organisational Services	
Reports to:	HR Manager	
Band:	F	
Date:	May 2016	

Purpose of Job

To provide a comprehensive range of HR Business Partnering services supporting Directors, senior and other managers' decision-making to meet organisational objectives and the strategic business aims of the Association.

Main Duties and Responsibilities

1. Contribute to and support the delivery of the Association's strategies enabling business objectives to be achieved.
2. To apply staff management and employee relations practice consistently and collaboratively across the organisation, within current employment law, Association policies and best practice standards.
3. Provide comprehensive advice, support and guidance to Directors, senior and other managers in all areas of employee relations including Absence and Performance Management, Discipline and Grievance, with fairness, transparency and consistency across the organisation. This involves:
 - Meeting regularly with Directors, senior and other managers to review and progress HR Case Management, provide advice and assistance to ensure people related priorities are properly managed
 - Providing HR support for case management including investigations, reports and correspondence.
 - Supporting Case Management meetings where required.
4. Research, develop, implement and advise on HR policies, procedures and systems in line with departmental objectives, legislation and best practice. Design and deliver policy briefings to ensure management and staff are aware of current working practices, policies and procedures.
5. Promote continuous improvement by appropriately challenging practice where necessary and providing guidance to improve people management skills across the organisation.
6. Work in partnership with the Workforce Development Manager to design and deliver management skills training. Advise and support managers in the development of people management skills in their teams.

7. Work in partnership with Directors, senior and other managers to review, research and recommend changes to staffing establishment, work organisation and practice, conditions of service or other staffing matters, with the objective of meeting business needs, good practice and KPI targets.
8. Research and provide advice, including where necessary obtaining legal or other professional guidance, to managers in relation to collective and individual staffing matters and in preparation for or in response to contact with the recognised Trade Union; the GMB and/ or Staff representatives.
9. Research changes in employment legislation affecting services, identify risks for the organisation, recommend solutions and implement approved decisions in relation to changes.
10. Foster a positive culture of employee relations, to sustain an effective partnership with and good working relationships with Union/ Staff representatives.
11. Manage efficient and effective recruitment and selection services for the organisation including:
 - the preparation of job advertisements to enable the company to attract high calibre staff in a cost effective manner;
 - the provision of efficient and effective response handling, working /liaising with management to ensure that all associated policies, standards and procedures are properly observed;
 - participating in selection interviewing as required;
 - supporting the development and implementation of recruitment and development needs Assessment Centres
 - undertaking all pre-employment vetting processes making recommendations to managers on appointments
12. Support, coach and develop Directors, senior and other managers to ensure that they understand all aspects of the recruitment process so that they are equipped to give a satisfactory applicant experience in all instances, including induction and probationary monitoring.
13. Ensure that offers of employment are made and administered correctly and competently in terms of approved conditions of service, reference arrangements and Criminal Records Disclosure (CRD). (Post is Co- Signatory for CRD purposes).
14. Research, review and update staffing and contractual documents in relation to changes in legislation, policies, procedures, terms and conditions of service.
15. Research and report on employment matters to Directors, managers, the Staff Consultative and Representative Forum (SCARF) and the Board, making recommendations and properly implementing approved recommendations.
16. Work with the Health Safety and Wellbeing Manager to provide and promote effective and empathetic wellbeing interventions as necessary.

17. To instruct and obtain from the Occupational Health Advisor occupational health reports to support fair case management, and the application of reasonable adjustments enabling attendance at work.
18. Contribute to the development of employment related management information, reports, benchmarking and performance information, by enhanced use of HR/ Payroll database and other IT applications. This will include supporting line managers and staff in the use of the HR/ Payroll database to ensure maximum benefit from the system.
19. Work with Directors, senior and other managers and employees in the development of job descriptions for consideration by the Job Evaluation Panel when required.
20. Input and /or check payroll data entered into the HR Payroll system in accordance with information processing procedures.
21. Ensure that all HR administration systems and records are maintained and updated efficiently and effectively.
22. Work within a performance culture, which is underpinned by a strong, personal performance motive and belief in continuous improvement.
 - Operate within a Strategic Business Unit (SBU).
 - Deliver key business objectives and meet Key Performance Indicators (KPIs) through a personal performance plan.
 - Analyse work and produce action plans where performance improvement is required.
23. Provide HR support for projects, service reviews, organizational development and carry out any duty delegated by the HR Manager or Director of Organisational Services.
24. Assist and share knowledge and experience with colleagues as required.

Job Context and other Relevant Information

The Post Holder:

- must discharge their relevant duties and responsibilities under the Health & Safety Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all relevant Codes of Safe Working Practice and policies. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- must have due regard to the Association's current management arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- must work in accordance with the Association's policies, procedures, information, instructions, and/ or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required to meet the needs and responsibility of the service and the Association.

Signed Line Manager (if applicable)

Signed Post Holder

Person Specification

Job Title: HR Business Partner



As part of the Disability Symbol accreditation, the Association has made the commitment to interview all applicants with a disability who meet minimum essential criteria for the post.

Criteria	Essential/ Desirable
1. Skills/Abilities/Knowledge <i>This section specifies the skills, abilities and knowledge the post holder must have to perform satisfactorily.</i>	
• Communicate effectively at all levels both internally and externally	Essential
• Ability to challenge practice appropriately where necessary in order to improve business performance/ compliance	Essential
• Ability to influence people at all levels	Essential
• Excellent written skills, including report and letter writing	Essential
• Ability to present information competently with good group/ individual facilitation skills	Essential
• Excellent organisational skills with the ability to prioritise workload effectively, respond flexibly and to tight deadlines	Essential
• Attention to detail	Essential
• Current knowledge of and skills to interpret and HR employment legislation and best practice	Essential
• Ability to identify and propose realistic and simple solutions to appropriately manage staffing related risk	Essential
• Good level of information management skills and competent user of Microsoft Office, HR and other Databases	Essential
• Ability to build, maintain and consolidate effective working relations with senior and other staff, contacts in external agencies and Trade Union / Staff Representatives	Essential
• Will be committed to and skilled in providing a business solutions orientated approach to human resources issues	Essential
• Knowledge of and skills to apply HR responsibilities in occupational health, well-being, risk assessments and reasonable adjustments.	Essential
• Competent researching HR information to produce viable employment terms and conditions, operational solutions, sound policies, procedures and practices.	Essential
2. Experience <i>This section specifies the level and quality of experience required.</i>	
• Minimum of three years' experience in an HR generalist role	Essential
• Experience of managing complex HR case work	Essential

3. Education/Qualifications <i>Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.</i>	
<ul style="list-style-type: none"> Degree level or equivalent 	Essential
<ul style="list-style-type: none"> Chartered Membership of the Chartered Institute of Personnel and Development 	Essential
4. Other <i>This section specifies other factors which may be necessary.</i>	
<ul style="list-style-type: none"> The post is designated a Co-signatory for criminal records disclosure applications and as such will be required to undergo relevant checking through Disclosure Scotland 	Essential
<ul style="list-style-type: none"> This post requires occasional travel throughout Scotland 	Essential
5. Equal Opportunities This Association is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and codes of practice	Essential