



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Senior HR Business Partner
Job Reference	712926
Service	Chief Executive's Office
Team	HR & OD
Location	Base - Shute End Remote Working - Available (must commit to travelling to main base as and when required)
Reports to	Head of HR & OD
Responsible for	2 HR Business Partners, 1 Resourcing Partner and 1.5 FTE HR Systems and Information Officer
Grade	Grade 11
Contract Type	Permanent
Hours	Full-time

Main Accountabilities	
1	The Senior HR Business Partner provides leadership to the HR Business Partnering team, acts as a member of the HR Leadership Team, and supports the aim of ensuring excellent customer experience is delivered across all services areas
2	Work collaboratively with the Head of HR and OD and other team colleagues to ensure that the strategic direction of HR Business Partnering provides for all people related plans, initiatives, and actions to ensure that the team supports in delivering successful outcomes for projects, goals and operational effectiveness.
3	To work in cohesion with colleagues across the HR and OD management team and the wider service to ensure that the reputation of HR and OD develops, and our processes, policies and strategies are embedded and delivered consistently.
4	To continuously embed and enhance the Business Partnering model, working across the HRBP team to share ideas and roll out new working practices, consulting with internal customers, seeking feedback and acting on that feedback where necessary across all specialisms of the team.
5	To be responsible for ensuring that the HR Business Partnering team are champions of change and improvement initiatives in their own respective fields which will allow for improved efficiency, value for money and consistency across the organisation.
6	Lead the team to ensure that there is a consistent approach to providing advice and support on HR policies and processes and be responsible for the cyclical updates that are required as and when legislation changes or reflecting good practice.





7	Lead on advice in relation to the team's specialism in line with legal frameworks and legislative processes to ensure that the HR Business Partnering function has governance, compliance and consistent approaches to scenarios.
8	Produce reports on behalf of the Head of HR and OD for presentation at leadership teams, boards and publication of documentation onto our website
9	Support and develop resourcing colleagues who are responsible for the in house and agency recruitment across the Council.
10	Support data, systems and information officers in their field of work to ensure that reporting, data and information is shared on time and as and when required
11	Regularly meet with Unions and Staff Network groups to ensure that the excellent working relationships with these groups are maintained allowing for a positive and progressive working environment
12	Ensure that the team are up to date with UK employment legislation and best practice in all HR related activities.
13	The postholder will be responsible for Business Partnering an area of the business as guided and allocated by the Head of HR and OD. The area, in which they are responsible for, may change from time to time to ensure there is a balance across activity being undertaken.
14	Substitute for the Head of HR and OD as and when required

Person Specification	Essential	Desirable
Education/Qualifications	Degree-level, equivalent relevant professional qualifications, or expertise	Evidence of continuous personal and professional development
	Evidence of continuous personal and professional development	
	Membership of relevant professional body	
Experience	Experience of line managing and leading a team of HR professionals	Experience of leading a team of extended HR professionals in fields such as data, systems, resourcing, agency contract management
	Experience of championing own ideas and obtaining commitment to allow them to be delivered	
	Significant change management experience	
	Project management experience, with the ability to deliver successful outcomes	
	HR Policy development experience	
	Leadership experience, with the ability to coach and mentor staff and customers to deliver positive outcomes	
	Experience of working with multiple disciplines across an organisation	
	Experience of effective partnership working and	





**WOKINGHAM**  
BOROUGH COUNCIL

	stakeholder management, to obtain desired outcomes for customers	
	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential.	
<b>Skills/Knowledge</b>	An expert understanding of generalist HR practice, sufficient to resolve complex casework	Experience of working within a local government setting
	Significant, demonstrable negotiation and influencing skills	Experience of working within a Health and Social Care HR environment such as Adults or Children's
	A proven track record of delivering excellent customer service and continuous improvement with a focus on efficiency and effectiveness	
<b>Behaviours/Attributes</b>		

Purpose Details	
<b>Service Purpose</b>	Through the people professionals who work within it, the HR & OD function helps the Council deliver its corporate strategy and objectives by effectively recruiting and developing people, as well as managing the whole employee lifecycle. It provides support in all aspects of people management within a legislative framework, working with managers to embed people-related practices which enable continuous service delivery to our communities, including reward, retention, wellbeing, performance management and professional development.
<b>Role Purpose</b>	<p>The Senior HR Business Partner plays a key part of the HR operating model, providing leadership and direction to partnering support across the Council. Through strong trusted relationships, the Senior Business Partner will work closely with their team to deliver excellent people management practices, as well as providing professional support and expert advice to help managers achieve organisational goals. Such support and advice will involve a hands-on collaboration, especially delivery requirement, especially where transformational work is required.</p> <p>The role sits within the Business Partnering Team and will lead and support a team that have will have specific responsibility to lead service delivery aligned to the Corporate Delivery Plan within a dedicated business area of HR, Resourcing, Data or Systems.</p> <p>The post holder will require resilience and self-sufficiency as they will be leading a team of predominantly remote workers, so strong team relationships are required within the team and therefore integration into a HR Business Partnering model is vital to enable the sharing of best practice, mutual support and collaboration across the whole employee lifecycle.</p> <p>The Senior Business Partner will business partner areas of the Council and take responsibility for ensuring policy management and development and the adoption of Equality, Diversity and Inclusion (EDI) practices aligned to the People Strategy.</p>

Supervision and Relationships	
<b>Supervision Received</b>	This post reports to the Head of HR & OD and will receive general direction and supervision, although the post holder will be expected to work autonomously when providing advice and support to colleagues inside and outside of HR.





<b>Supervision Given</b>	This post will provide line management and supervision to up to 2 Business Partners, 1 Resourcing Partner and 1.5 FTE HR Systems and Data Information Officers. The posts of Resourcing Partner and HR Systems and Data Information Officers will have a dotted line into the Head of HR and OD
<b>Contacts</b>	The post will work closely with the wider HR Team. They will support the Head of HR and OD is developing the HR function to be a well-respected and consistent service across the whole council.

<b>Resources/Budget Management</b>
No budget management, but will have impact on operational budgets through ensuring the effective delivery of transformation projects and change programmes.

<b>Special Requirements</b>
Not applicable

<b>Occupational Health Risk Assessment</b>	<b>Details</b>
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





**WOKINGHAM**  
BOROUGH COUNCIL

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Smart working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Not applicable
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
Not applicable

Evaluation Declaration	
Date of Evaluation:	April 2024, re-check July 2025
Evaluated by:	Sally Halliwell

