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| **ASSISTANT hr bUSINESS PARTNER****SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| ABOUT THE JOBThe Assistant Human Resources Business Partner supports HR Business Partners in delivering HR services across the Council. They provide central support for employment lifecycle policies and processes, offering advice on people management issues like absence management, grievances, conduct, and capability.The role requires resilience, self-sufficiency, and strong team relationships within the HRBP team to share best practices and collaborate on HR initiatives. The Assistant HR Business Partner also supports policy development and corporate initiatives, acting as a positive advocate for the HR Team and promoting continuous improvement in HR services and manager capabilities.This position reports to an HR Business Partner and involves working independently when providing advice and support to colleagues outside of HR.More specific responsibilities include:* Working collaboratively with managers, HRBPs and Trade Unions across the council at operational level, to contribute to initiatives and actions needed to deliver successful outcomes for projects, goals and operational effectiveness.
* Building and maintaining strong working relationships with colleagues across the HR function, and in turn working collaboratively with them to deliver and roll out initiatives and projects to a high standard. Remain professional to build and maintain the reputation of HR
* Providing specialist HR advice to line managers and HR colleagues on employee relations matters including: disciplinary, grievance, absence management, performance management, probation reviews and organisational change contributing to an outcome focused environment for improved services. Inclusive of advising employees and managers on the councils staffing protocol in relation to At Risk applicants and applications for Voluntary Early Retirement and voluntary redundancy including obtaining benefit estimates.
* Using, analysing and presenting HR data to inform decisions to proactively manage and address issues and concerns at an early stage. Working collaboratively to develop workforce skills and capabilities within the directorate.
* Ensuring that all employee relations issues are managed effectively in accordance with policy and policy timeframes, providing coaching and empowerment for managers in good practice.
* Understanding all HR Policies, providing advice and guidance to managers, and contributing to the ongoing maintenance and updating of policies in line with agreed timetables set by the Lead HRBP
* Providing timely and robust end to end employee relations advice to managers, ensuring legal and policy compliance and fair and consistent management decisions. This may include employee advice supporting the prompt resolution of colleague issues and investigations
* Supporting services to manage and improve employee wellbeing, reduce absence, managing caseloads, liaising with Occupational Health providers and providing advice and support through long term, complex and contentious cases up to and including dismissal, including ill health retirement where applicable
* Providing advice on and carrying out the Job evaluation processes in a fair and consistent manner in collaboration with management and Trade Union colleagues
* Supporting HR colleagues and managers across the council to roll out corporate and directorate initiatives within business areas. To contribute to the design and delivery of HR related training programmes, including attendance management, job evaluation/appeals, induction, pre-retirement planning etc to ensure that managers, employees and elected members understand and comply with legislation and council procedures
* Building and maintaining excellent working relationships with Trade Union colleagues, network groups and other working groups both internal and external to the council, with a view to maintaining positive employee relations and employee engagement
* Taking responsibility for personal development and keeping up to date with UK employment legislation and best practice and the impact on local government
* Providing reports and data for managers, and supporting specific projects and employee relations processes as directed
* Working with directorates to improve employee engagement and retention through the use of data and analytics informing focused outcomes
* Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About You |
| For this role you will need degree-level or equivalent relevant professional qualifications, or expertise and be able to demonstrate evidence of continuous personal and professional development. . In addition, we are looking for candidates with the following attributes: * HR Policy Review: Development with diversity guidance and regulation.
* Employment Law: Application of UK law, ACAS Codes, and case law for various HR issues including to disciplinary / grievance / capability / bullying and harassment / redundancy / TUPE, etc
* ER Casework: Managing high volume cases and job evaluation in local government.
* Cross-Disciplinary Work: Collaboration across multiple disciplines.
* Project Management: Delivering successful outcomes.
* Statutory Requirements: Including safeguarding and pensions implications.
* HR Data: Using data to inform decisions.
* Influencing Skills: Coaching, developing, and training managers at all levels
* Communication Skills: Analyzing, presenting, and articulating information.
* Organization: Prioritizing to meet tight deadlines with personal and professional resilience.
* Problem Solving: Analytical and structured thought processes.
* Flexibility: The ability to work outside normal hours when required.

In addition it would be desirable to have:* Experience of working on complex casework matters

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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