

## JOB DESCRIPTION

<b>Job Title</b>	Strategic HR Business Partner		
<b>Directorate</b>	HR & OD		
<b>Reporting to</b>			
<b>Grade</b>	6		
<b>Evaluation ref:</b>	RP072	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>The Strategic HR&amp;OD Business Partner at Somerset Council will be the lead professional HR&amp;OD advisor to one of the four Directorates in the Council, each with c1,000 employees and a diverse range of service areas, each with their own unique people issues.</p> <p>As a member of the HR&amp;OD Senior Leadership Team the Strategic HR Business Partners will have a key role in the development and implementation of the Council's People Strategy. Acting as the key strategic interface between the HR&amp;OD Service and organisational directorates, this position will be responsible for the development and implementation of bespoke solutions for the directorate and influencing their prioritisation along with those from across the rest of the organisation, as well as ensuring that Corporate HR&amp;OD initiatives are effectively implemented within the directorate.</p> <p>The role involves working closely with senior leaders to develop and implement HR initiatives that drive organisational performance and support the council's strategic goals through successful implementation of the council's people policies and strategies. The role requires a deep understanding of the whole council's strategic and operational needs, as well as a deep knowledge of the current challenges faced by the directorate they support, the strategies required to address these and, through collaborate working with the wider HR&amp;OD team, the ability to translate these into effective HR strategies, policies and practices for Somerset Council.</p> <p>The Strategic HR Business Partner will be responsible for providing expert advice on all aspects of human resources, including talent management, employee relations, performance management, and organisational development. The successful candidate will work in partnership with senior leadership teams, as a co-opted member of their Directorate Management Team, and act as the key trusted expert advisor to senior management, ensuring that HR strategies are integrated into the council's broader strategic framework. This role is pivotal in fostering a high-performance culture, promoting employee engagement, and ensuring the council attracts, develops, and retains top talent.</p>			
<b>Responsibilities</b>			

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- Working in partnership with the Service Director and senior team for HR&OD to develop and implement the People Strategy for Somerset Council.
- Member of the HR & OD Senior Leadership Team and integral part of the Senior Leadership Team for one of the four Executive Directorates in the Council. Working directly with Members of the Executive and Corporate Leadership team to provide specialist HR &OD advice on key business decisions to ensure workforce related matters area considered and complex/contentious matters are addressed in a compliant and timely manner
- Develop, commission and implement directorate HR & OD strategies that align with the council's People Strategy and business objectives.
- Lead partnership and co-operative working with other agencies/bodies to identify and understand best practice and to raise the profile of Somerset and effectively commission and/or deliver HR &OD services for one of the four Executive Directorates.
- Working collaboratively with colleagues from across the Transformation, Strategy & Resources directorate to lead and support the design and delivery of change management initiatives to ensure smooth transitions during organisational change
- Provide professional guidance on culture transformation and employee engagement strategies
- Act as the main point of contact for complex employee relations issues, providing expert advice on HR policies and practices to senior management, ensuring compliance with UK employment law
- Manage risk through proactive interventions on legal, regulatory and ethical matters.
- Working with leadership teams to identify skills gaps and working with the OD team to create development programmes for senior leaders and high potential employees
- Support coaching and mentoring programmes to build leadership capabilities
- Working closely with the recruitment team to develop and implement talent acquisition strategies aligned with business needs
- Use data and insights to identify key trends in retention and partner with managers to improve employee satisfaction and retention
- Utilise HR metrics and analytics to provide insights into workforce trends, employee performance and organisational health
- Develop action plans based on data-driven insights to improve business outcomes
- Contribute to organisation design, ensuring structures, roles and processes align with business objectives
- Build strong relationships with key business leaders, influencing strategic decisions with people focussed recommendations

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- Ensure clear and consistent communication of HR initiatives and policies across the organisation
- Lead talent management initiatives, including recruitment, retention, and succession planning.
- Leading on workforce planning, analysis and interpretation of people management data, so that leadership teams are able to develop actionable

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Expert HR practitioner across all functional areas of HR&OD	X	
In-depth understanding of HR principles and practices (E).	X	
Expert knowledge of best practice approaches to managing key people challenges within local government	X	
Knowledge of employment laws and regulations (E).	X	
Expert knowledge of talent management and succession planning (E).	X	
Expert knowledge of organisational development and change management (E).	X	
Awareness of diversity and inclusion practices (E).	X	
Knowledge of performance management approaches (D).	X	
Understanding of workforce planning and analysis (D).	X	
<b>Experience</b>		
Proven experience in a strategic HR leadership role (E).	X	
Experience in developing and implementing HR strategies (E).	X	
Experience in managing complex employee relations cases (D).	X	
Experience in leading talent management initiatives (E).	X	
Experience in maintaining effective relationships, influencing and collaborating with senior leaders and stakeholders (E).	X	
Previous experience in a similar role within a public sector organisation.		X
Experience of leading key organisational projects	X	
External networking to identify and understand best practice and to raise the profile of Somerset Council	X	

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<b>Qualifications / Registrations / Certifications</b>		
Degree in Human Resources, Business Administration, or a related field or equivalent experience.	X	
MCIPD (or equivalent HR qualification) or equivalent experience.	X	
Professional coaching qualification.		X
Certification in organisational development.		X
Certification in change management).		X
Membership of a relevant professional body.		X
Continuous professional development in HR and related fields).	X	
<b>Skills</b>		
Excellent communication and interpersonal skills (.	X	
Strong influencing skills		
Strong leadership and coaching abilities).	X	
Analytical skills to assess and evaluate HR initiatives and data.	X	
Strong organisational and project management skills).	X	
Ability to work collaboratively with various stakeholders).	X	
Proficiency in using HR software and systems.		X
Comfortable in a fast paced, dynamic environment and able to manage ambiguity		
Able to manage and thrive under pressure, particularly during times of organisational change		
<b>Working Conditions</b>		
<b>Working Arrangements</b>		
Somerset Council's dynamic Working Strategy will be applied to this position		
<b>Corporate Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team.</li> <li>• Update and advise Elected Members in respect of operational and policy issues in relation to the HR&amp;OD Services teams.</li> <li>• Lead HR&amp;OD teams with a clear identity in terms of flexible and responsive ways of working, inclusive and diverse culture, and high level of employee engagement and wellbeing.</li> <li>• Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.</li> </ul>		

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- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the HR&OD service teams.
- Ensure that HR&OD services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the HR&OD service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.
- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

Date: