

JOB DESCRIPTION

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| POST TITLE: | Senior HR Business Partner |
| GRADE: | 12 |
| DIVISION/UNIT: | HR Unit |
| RESPONSIBLE TO: | HR Manager |
| RESPONSIBLE FOR: | HR Advisers Assistant HR Adviser |

Job Purpose

To manage the HR advisers to provide a comprehensive and professional HR advisory service to managers and employees and to assist the HR Manager in the development and implementation of all HR and OD strategies, policies and procedures.

To provide a Data Protection, FOSIA, EIR and Employer Liability Claim service to managers and employees.

Main Duties and Responsibilities:

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Deputise for the HR Manager as required to ensure an acceptable level of service is provided at all times.

HR ADVISORY

5. Provide professional advice to managers and employees on a range of HR issues including pay and conditions of service, local and national agreements, employment legislation and good practice.
6. Provide direction and management of the HR advisers through the formal application of employment policies.
7. Provide professional advice and carry out associated tasks in relation to general HR activities:
 - a. Discipline and Grievance – conduct investigations, draft reports, attend Hearings and draft associated correspondence. Prepare and present management's case at Hearings, internal Appeal Hearings and Appeals Sub-Committee Hearings as required.

- b. Sickness Absence Management - assist managers to identify employees who meet the policy criteria and require counselling, attend formal sickness absence or health concerns meetings and draft associated correspondence and referral briefs to the Medical Adviser.
 - c. Occupational Health Surveillance – attend health surveillance outcome meetings as required and draft associated correspondence.
 - d. Work Performance - attend formal work performance meetings and draft associated correspondence.
 - e. Recruitment and Selection – advise and assist managers with all recruitment and selection associated tasks in line with the Establishment Control and Vacancy Management Policy and fair selection procedures. Provide advice on media selection, prepare draft adverts, job descriptions and person specifications, participate and attend recruitment interviews and draft offer letters as appropriate.
 - f. Job Evaluation – advise on and assist managers to draft job descriptions and person specifications and thereafter evaluate jobs using the Scottish Job Evaluation Scheme.
 - g. Redundancy, Redeployment and Early Retirement - advise managers and employees on the implementation of the Early Retirement and Voluntary Redundancy Policy, the Redundancy Policy and the Redeployment Policy. Attend meetings as required, draft associated correspondence and ensure adherence to statutory requirements and the correct application of relevant employment policies and procedures.
8. Assist the HR Manager with the development and implementation of the Sickness Absence Management Policy and associated initiatives, including collation and analysis of data, drafting of regular management reports to the ELT/CLT and annual report to the Joint Committee.
 9. Assist the HR Manager with the development and implementation of recruitment and retention strategies and associated initiatives, including collation and analysis of data, drafting of regular management reports to the ELT/CLT and annual report to the Joint Committee.
 10. Manage the Job Evaluation Grading and Validation Procedure for the evaluation of new jobs and the re-evaluations of existing jobs, including ensuring consistency of application of the Scottish Job Evaluation Scheme, drafting all necessary prompts sheets and collating relevant information in order to email the ELT to seek validation of the proposed grading.

EMPLOYMENT POLICIES

11. Keep apprised of current and forthcoming employment legislation and notify the HR Manager of any areas that may require action by Tayside Contracts.
12. Research, develop and draft employment policies, procedures, process maps and associated pro formas as instructed by the HR Manager.
13. Design and deliver training events on the application of employment policies and procedures and in respect of other HR strategies, themes and initiatives.

OH

14. Manage the provision of a comprehensive Occupational Health Service to Tayside Contracts, ensuring compliance with Service Level Agreements and value for money. This includes managing the procurement/tendering process as and when the existing contract requires to be renewed.

PVG

15. Oversee the processing of documents and applications to comply with the Protection of Vulnerable Groups (Scotland) Act and make recommendations to managers on suitability for employment.
16. Liaise with Disclosure Scotland in relation to employees/leavers who are being considered for 'listing' by Scottish Ministers to ensure that this information is dealt with appropriately and Tayside Contracts complies with the statutory under the relevant legislation.
17. Assist the HR Manager to ensure that employees/leavers who require to be referred to Disclosure Scotland under the 'duty to refer' are done so within the 3-month statutory deadline.

PROJECTS/STRATEGY

18. Provide support to the HR Manager in developing and implementing change management strategies and initiatives.
19. Participate in organisational and management reviews and contribute to ensuring that resulting change is effectively managed.
20. Contribute to the design of, and to deliver, training programmes to ensure the effective implementation of change management strategies and initiatives.
21. Lead and participate in projects and large-scale transfers in relation to HR, strategic and corporate initiatives as directed by the HR Manager and Head of FM and Human Resources.
22. Draft ELT, CLT, SLT and Joint Committee reports as required by the HR Manager.
23. Contribute to the development of the HR Section annual Service Plan.
24. Assist in facilitating harmonious employee relations through advising managers and employees and attending formal meetings with trade union representatives.

DP/GDPR/FOISA/EIR/EL

25. Further develop and ensure the effective dissemination and implementation of Tayside Contracts' policies, procedures and processes to ensure compliance with data protection legislation.
26. Co-ordinate requests and responses in relation to subject access requests, Freedom of Information (Scotland) Act (FOISA) 2002 and Environmental Information Regulations (EIR) 2004 and provide a data protection, FOISA and EIR advisory service to managers and employees.

27. Produce management information to the ELT/CLT upon request in respect of the number of data subject access, FOISA and EIR requests received and their outcomes.

28. Co-ordinate and process all Employer Liability claims by liaising with the relevant parties to ensure that all necessary documentation and evidence is collated and passed to our insurers/legal representatives.

MISC

29. Contribute to the setting of the HR Team budget and thereafter be responsible for monitoring and controlling the budget for achieving all financial and other targets for your area.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

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| Working Environment | Physical Coordination | Physical Effort | Mental Skills | Concentration | Communication Skills | Dealing with Relationships | Responsibility For Employees | Responsibility for Service to Others | Responsibility for Financial Resources | Responsibility. For Physical & Info | Initiative & Independence | Knowledge |
| 1 | 2 | 1 | 6 | 6 | 5 | 1 | 4 | 7 | 3 | 4 | 5 | 7 |