

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
HR Officer	Range 3	To support and guide managers through the job evaluation process and system for new and existing roles, completing all administrative changes, ensuring fair and transparent job grading in the Council. To support with the uploading of data to the Gauge+ job evaluation system, undertake regular maintenance and produce MI reports and ensure that all job profiles are stored securely and in a systematic way.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications 5 GCSE's Level 5 and above or equivalent, including maths and English	Qualifications As in criteria A	Qualifications - NVQ level 3 or equivalent in Business Administration, HR or similar - Continuing professional development
			Knowledge Understanding of job evaluation principles and methods. Some knowledge of employment legislation and its practical implications, particularly in relation to job evaluation and terms and conditions of employment	Knowledge - An understanding of the Council's organisational change policy, SSRA policy and job evaluation policy - Good working knowledge of the HR/payroll system, specifically in relation to hierarchy and post set up - Good working knowledge of the job evaluation system and process An understanding of the Council's various terms and conditions of employment and employment contract types	Knowledge - Developed knowledge of the Council's JE policy, system and process with the ability to advise others - Developed knowledge of relevant employment laws and regulations
			Experience - Proven experience of providing a comprehensive administrative support service and providing advice to others - Demonstrable experience of using MS Office applications - Experience of using HR/payroll systems, inputting and extracting data and using the information to produce contracts, letters etc - Previous experience of undertaking job evaluation - Experience of working in a customer-focused organisation	Experience - Demonstrable experience of undertaking job evaluation with the Council's JE system and process, guiding and supporting managers through the process - Demonstrable ability to analyse and interpret information and data Demonstrable experience of collaborating with others to ensure the accurate and timely processing of contractual changes to terms and conditions	Experience Experience of providing generalist HR advice to others

			Skills • Excellent ICT skills with the ability to demonstrate the application of these within a work context, proficient in the use of Microsoft Word, Excel and TEAMS • Demonstrable ability to use own judgement and creativity to assess situations, solve straightforward problems and adapt to new ways of working • Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences • Demonstrable ability to explain straightforward tasks to others, where required • Good organisational skills and attention to detail • Ability to deal with some levels of work-related pressure from deadlines, interruptions or conflicting demands • Analytical skills for conducting job evaluations and interpreting data.	Skills • Able to coach and train others in the JE system and process • Ability to complete job evaluation sessions with managers, providing a high standard of support throughout • Able to use Gauge+, Resourcelink, Microsoft Office packages including Teams to support the work of organisational change	Skills • Able to confidently use Gauge+, Resourcelink, Microsoft Office packages including Teams to support the work of organisational change • Strong organisational and time management skills with ability to multi-task • Excellent communication and interpersonal skills • Able to compile redundancy estimates accurately and in line with policy and legislation.
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
HR Consultant	Range 5	• To provide high level HR advice and support to senior managers, Headteachers and governors on a wide variety of employee relations activities • To act as first point of contact for school clients on employee relations issues (in accordance with the service level contract that has been purchased.) • To provide advice and guidance to managers and school leaders to assist them in managing their staff and the implementation of organisational changes, such as service reviews/restructures, job	Required for this level Qualifications • GCSEs grade 4 or above (or equivalent level 2 qualification) in English and Maths Knowledge • Strong knowledge of employment legislation and it's practical implications. • Good practical and procedural knowledge of Employee Relations management	In addition to level A Qualifications Knowledge • Good knowledge of Medway's HR policies and able to apply in a wide range of situations to support effective case management and employee relations practice.	In addition to levels A and B Qualifications • CIPD Level 5 qualification or equivalent Knowledge • Advanced theoretical, practical and procedural knowledge across Medway Councils organisational HR policies, practices and procedures including a level of public sector, procedural and policy knowledge

		evaluation and TUPE issues. - To provide professional HR advice to investigating officers, chairs of hearings and appeals panels in schools and the Council. - Ability to work across schools as required with an understanding of the differing terms and conditions. - To work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues. - To provide advice and support to managers - To manage a caseload which would include capability, disciplinary, grievance, ill health, and other cases. - The ability to work constructively with trade union representatives. - Providing interpretation, advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to physical resources. This may require adaptation of internal policies and procedures. - A shared responsibility for the development of policies and procedures ensuring compliance with employment law.	- Good knowledge of employment/labour laws (including collective) and collective bargaining (if applicable) - Knowledge of workplace conflict and a range of dispute resolution techniques including a basic understanding of mediation and conciliation and how this can be applied in case management resolution	- Good practical and procedural knowledge of HR organisational change management - Excellent knowledge of Medway's case management processes and systems - Developed knowledge of how to apply employment/labour law in a wide range of work situations - Developed knowledge of conflict and dispute resolution techniques - Good knowledge of Medway teams/services being supported via ER cases - Up to date knowledge regarding changes to employment law/legislation - Good knowledge of tribunal processes/legal disputes	- Strong knowledge of employment/labour law and how to interpret this in a range of complex work situations and mitigate risk - Excellent knowledge of a range of conflict resolution techniques which are regularly applied to casework - Expert knowledge of Medway's structure / hierarchy - Up to date knowledge of changes to employment law/legislation, proactively considering how these may impact Medway's policies and casework advice - Excellent knowledge of tribunal processes/legal disputes and preparation required - Knowledge of how to apply Analytical and strategic information to achieve risk adverse results
			<u>Experience</u> - Experience of applying HR policies to support effective case management and employee relations practice - Experience of working with senior managers to support informal and formal employee relations case management - Experience of trade union consultation - Good end to end operational experience of delivering and supporting management of associated HR, Payroll and Systems activities in relation to Employee Relations - Experience of working in a customer-focused organisation - Experience of working with different subject matter experts (e.g. occupational health, line managers, health and safety) to address wellbeing concerns	<u>Experience</u> - Experience of signposting staff and managers to a range of Medway's HR policies, supporting with interpretation and application - Developed experience of leading managers and staff through complete ER processes in line with Medway's policies - Strong experience of developing relationships with trade unions - Developed experience of working with different subject matter experts (e.g. occupational health, line managers, health and safety) to address wellbeing concerns - Developed end to end operational experience of linking wider Medway HR services (e.g. Payroll and Systems) to Employee Relations casework - Good experience of using Medway's systems including Resourcelink, IDOX etc to support casework - Experience of identifying improvements within existing HR policies and escalating these accordingly and supporting with amends	<u>Experience</u> - In depth experience of supporting managers and staff through ER processes, including complex and contentious cases - In depth experience of utilising the functions of Medway's systems including Resourcelink, IDOX, service desk etc to support casework e.g. running reports, making system amends - Experience of taking the lead in making improvements/rewriting and implementing existing HR policies and working on creating new policies and procedures - Experience of consistently providing advice and guidance to HR colleagues where identified as necessary - Experience of working with ACAS to explore resolution in relation to ET case work or settlement agreements - Experience of working with Trade Union's on collaborative strategic approaches

				• Experience of starting to provide peer support to HR colleagues • Experience of seeking advice from ACAS as required with regards to ET case work.	• Experience of working collaboratively at a senior HR level with all relative stakeholders and HR partners
			Skills • Excellent communication skills to advise and support managers and staff throughout casework • Excellent organisational skills relating to case management, responding in a timely manner to enquiries and with the ability to work alone • Ability to self-manage multiple cases at one time, maintaining standards and communicating throughout whilst adhering to policy and procedures • Ability to negotiate and influence positive management decisions. • Proficient in the use of all Microsoft packages including TEAMS • Able to demonstrate initiative and be proactive in identifying potential issues relating to casework • Able to support on a range of informal and formal HR processes	Skills • Ability to maintain a high standard and level of attention to detail across multiple cases when volume and pressure is increased • Developed negotiation and influencing skills to support case resolutions. • Able to demonstrate initiative and be proactive in resolving issues relating to casework, considering potential risk implications • Developed mediation and influencing skills, in conciliation, negotiation, and settlement agreements. • Able to support Managers in preparation for formal hearings • Able to support Hearing Chairs to provide a consistent, fair and detailed outcome for formal hearings • Able to support the formal investigation process adhering to Medway's policies throughout	Skills • Strong mediation skills, expert in conciliation, negotiation, and settlement agreements. • Expert negotiation and influencing skills to support complex case work including resolutions. • Able to provide detailed advice and support others in resolving issues relating to casework, considering wider risk implications to the Council • Able to support Hearing Chairs to provide a consistent, fair and detailed outcome for complex and contentious formal hearings • Expert in advising on the investigatory process, analysing reports and supporting information
Job Title	Range	Main Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Organisational Change Consultant	Range 5	See Job Profile for full duties.	Required for this level	In addition to level A	In addition to levels A and B
		Main duties include:	Qualifications • GCSEs grade 4 or above (or equivalent level 2 qualification) in English and Maths	Qualifications	Qualifications • CIPD Level 5 qualification or equivalent
		To undertake informal and formal staff consultation processes in organisational change programmes, ensuring that all statutory requirements are met, including job evaluation and consultation with Trade Unions and all relevant parties.	Knowledge • Strong knowledge of employment legislation regulations and best practice and its practical implications	Knowledge • Good knowledge of the Council's organisational change policy and procedures with the ability to advise others on this	Knowledge • Excellent knowledge of the Council's organisational change policy and procedures with the ability to advise others on this

		To lead on transfers under TUPE regulations, ensuring that all statutory requirements are met. To work with Business Partners and support with staffing implications of any proposed changes and to promote the delivery of organisational design, culture change and good practice within the council.	including TUPE, Trade Union and consultation related legislation • Good practical and procedural knowledge of HR organisational change management • Good knowledge of Job Evaluation practices	• Good knowledge of the Council's Job Evaluation policy and process • Understanding of the Council's constitution in relation to organisational change • Understanding of the One Medway Council Plan • An understanding of stakeholder mapping and communication with stakeholders	• Developed knowledge of the Council's Job Evaluation policy and process • Understands how organisational change and job design contribute to workforce planning • An understanding of the political decision-making processes and role of Employment Matters Committee
		To assist with the development and implementation of change management strategies and workforce planning.	Experience • Experience of working with senior managers to support informal and formal organisational change programmes with support from HRBPs • Experience of consultation with trade union and/or employee representatives and the ability to work constructively with trade union/employee representatives • Good end to end operational experience of delivering and supporting management of associated HR, Payroll and Systems activities in relation to organisational change • Experience of the supervision and co-ordination of employees • Experience of working in a customer-focused organisation	Experience • Experience of working with senior managers to support large scale formal organisational change activity with minimal support • Developed end to end operational experience of anticipating and supporting effective management of associated HR, Payroll and Systems activities in relation to organisational change • Experience of direct line management • Experience of working with the Council's recognised trade unions	Experience • Experience of leading organisational change meetings and activity independently • Experience of influencing, persuading and negotiating with trade unions in this role • Experience of direct line management with a focus on supporting staff through HR processes effectively
			Skills • Ability to confidently use software to support the work of organisational change • Compile redundancy estimates and source pensions estimates confidently • Excellent communication skills to advise and support managers and staff throughout organisational change processes, adapting style to meet the needs of the audience • Ability to demonstrate initiative and be proactive in identifying	Skills • Ability to complete job evaluation sessions with managers, providing a high standard of support throughout • Ability to provide in depth support with job evaluation moderations, including having difficult conversations with managers • Ability to support managers to write business cases, identifying areas for development or change • Starting to support on policy / process development relating to organisational change • Able to confidently use Gauge+, Resourcelink, Microsoft Office packages	Skills • Able to provide support with job evaluation appeals processes • Able to implement policy/process changes which contribute to Service targets • Starting to support HRBPs with strategic workforce planning • Able to edit and amend data within software used to support organisational change including Gauge+, Resourcelink • Able to work with third party software stakeholders to develop Gauge+ to meet requirements of

			potential issues relating to organisational change work • Ability to manage multiple reorganisations at one time, maintaining standards and communication throughout whilst also adhering to policy and procedures • Proficient in the use of all Microsoft packages including TEAMS • Able to use own judgement and creativity to assess and resolve work situations with tact and diplomacy • Excellent organisational skills with accuracy and attention to detail	inc. Teams to support the work of organisational change • Ability to deal with high levels of work-related pressure from deadlines, interruptions or conflicting demands • Ability to recognise and manage stakeholders accordingly	the service/ support wider projects • Able to co-ordinate and write committee papers
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior HR Consultant (Absence Lead)	Range 6	• Manage the ER Consultant Absence Lead posts, providing effective coaching, guidance and support to develop expertise, build confidence and ensure consistent, customer focused employee relations services. • Drive a reduction in the Council's sickness absence rate through the effective leadership of the ER Consultant Absence Leads, ensuring proactive case management, early intervention and consistent application of absence management processes, while building managers' capability to manage attendance in line with HR policy and the Council's Values and Behaviours.	Required for this level <u>Qualifications</u> • GCSE's level 4-9 in English and Maths or equivalent level qualification • CIPD Level 5, or equivalent level relevant qualification	In addition to level A <u>Qualification</u> • Continuing professional development	In addition to levels A and B <u>Qualification</u> • Continuing professional development
			<u>Knowledge</u> • Expert and up to date knowledge of employment legislation and regulations, changes to employment legislation and regulations and it's practical implications. • Developed knowledge of how to apply employment/labour law in a wide range of complex work situations and how to mitigate risk	<u>Knowledge</u> • Advanced theoretical, practical and procedural knowledge across Medway Councils organisational HR policies, practices and procedures including a level of public sector, procedural and policy knowledge • Excellent knowledge of case management processes and systems • An understanding of different learning styles and methods in training others	<u>Knowledge</u> • Excellent knowledge of a range of conflict resolution techniques which are regularly applied to casework • Excellent knowledge of tribunal processes/legal disputes and preparation required • Expert knowledge of Medway's structure / hierarchy • Applied knowledge to changes to employment law/legislation,

		• Ensure the effective management of sickness absence casework, identifying trends, patterns and barriers to timely resolution, and implementing targeted interventions to improve attendance outcomes, reduce absence levels and support organisational performance. • Manage contracts such as occupational health and the Employee Assistance Programme, monitoring performance, utilisation and compliance with service level agreements to ensure high quality support is delivered, value for money is achieved, and organisational wellbeing and attendance objectives are met. • To provide professional HR advice and support to investigating officers, chairs of hearings and appeals panels across the Council and schools (in accordance with the service level contract that has been purchased.) • Deliver training, coaching and expert guidance to managers on sickness absence management and wider employee relations matters (as required), enhancing their capability to manage cases proactively, apply policies consistently, address workplace issues effectively and make informed decisions that support employee wellbeing, organisational performance and the Council's Values and Behaviours.	• Good practical and procedural knowledge of employee relations management • Knowledge of sickness absence management best practice, including attendance improvement strategies and early intervention approaches. • Knowledge of wellbeing initiatives and their role in reducing absence and supporting workforce resilience. • Awareness of job evaluation practices • Knowledge of workplace conflict and a range of dispute resolution techniques including a good understanding of mediation and conciliation and how this can be applied in case management resolution • Knowledge of how to apply analytical and strategic information to achieve risk adverse results. • Awareness of Council's procurement processes. • An understanding of data protection considerations when managing sensitive data.	• An understanding of the Council's governance route for HR Policies • Good knowledge of tribunal processes/legal disputes • Detailed knowledge of Council's procurement processes. • Excellent knowledge of the Council's absence policy and procedures with the ability to advise others on this • Knowledge of workforce analytics and absence trend analysis.	proactively considering how these may impact Medway's policies and casework advice • Expert knowledge of strategic organisational interventions that improve attendance outcomes. • Knowledge of benchmarking absence performance and applying best practice from local government and wider public sector organisations.
			<u>Experience</u> • Previous experience of managing a team and delivering results • Extensive experience of applying HR policies to support effective case management and employee relations practice • Demonstrable experience of managing complex HR Employee relations casework, in particular managing absence. • Developed experience of working with senior managers to support informal and formal employee relations case management and organisational change programmes with support from HRBPs • Good operational experience of delivering and supporting	<u>Experience</u> • Demonstrable experience of leading, mentoring, coaching and supporting a team • Developed operational experience of linking wider Medway HR services (e.g. Payroll and Systems) to Employee Relations casework • Experience of using Medway's systems including Resourcelink, IDOX etc to support casework • In depth experience of supporting and coaching managers and staff through ER processes, including complex and contentious cases • Experience of delivering measurable reductions in sickness absence through targeted interventions and manager support.	<u>Experience</u> • Experience of working collaboratively at a senior HR level with all relative stakeholders and HR partners • Experience of presenting absence trends, risks and recommendations to senior leadership teams

			management of associated HR, Payroll and Systems activities in relation to Employee Relations • Experience of working in a customer-focused organisation • Demonstrable experience of working with different subject matter experts (e.g. occupational health, line managers, health and safety) to address wellbeing concerns • Experience of working with and developing relationships with trade unions • Experience of identifying improvements within existing HR policies and escalating these accordingly and supporting with amends • Experience of managing contracts such as occupational health and the employee assistance programme. • Experience of consistently providing advice and guidance to HR colleagues and signposting staff and managers to a range of HR policies, supporting with interpretation and application • Experience of analysing data to identify trends, patterns and areas for intervention.	• Experience of designing absence management training for managers. • Experience in developing, implementing, and updating HR policies and procedures • Experience of working with Trade Union's on collaborative strategic approaches • Experience of working with ACAS to explore resolution in relation to employment tribunal case work or settlement agreements	
			<u>Skills</u> • Excellent communication skills with an adaptable style and able to use a variety of information and tailor communication style to suit different need, advising and supporting managers and staff throughout organisational change processes, with some ability to mediate, influence and negotiate. • Excellent organisational skills and ability to multi-task whilst maintaining communication, accuracy and attention to detail whilst adhering to policy and procedures • Ability to analyse absence information and identify trends and risks.	<u>Skills</u> • Ability to maintain a high standard and level of attention to detail across multiple cases when volume and pressure is increased • Ability to confidently use Resourcelink, and IDOX • Ability to deal with high levels of work-related pressure from deadlines, interruptions or conflicting demands • Strong interpersonal skills, with the ability to build positive relationships and work collaboratively • Strong organisational and time management abilities and the ability to plan ahead for the year • Ability to develop manager capability in attendance management	<u>Skills</u> • High level of skill relating to Investigatory process and analysis of information • Able to draw on evidence-based practice and case law, providing advice to managers on benefits and risks on people matters • Able to confidently use Gauge+ • Ability to development and implement strategic attendance improvement plans aligned to organisational objectives. • Ability to present complex workforce data and recommendations to senior management, influencing strategic decision making.

			• Ability to coach managers to confidently address attendance concerns and hold sensitive wellbeing conversations. • Ability to demonstrate initiative, using own judgement and creativity to assess and resolve work situations and be proactive in identifying potential issues relating to casework and organisational change • Ability to self-manage multiple cases at one time, maintaining standards and communicating throughout • Proficient in the use of all Microsoft packages including TEAMS • Able to support on a range of informal and formal HR processes • Ability to complete job evaluation sessions with managers, providing a high standard of support throughout • Developed negotiation and influencing skills to support case resolutions • Developed mediation and influencing skills, in conciliation, negotiation, and settlement agreements, working constructively with trade union representatives • Able to support Managers in preparation for formal hearings • Able to support Hearing Chairs to provide a consistent, fair and detailed outcome for formal hearings • Able to support the formal investigation process adhering to Medway's policies throughout	• Able to support Hearing Chairs to provide a consistent, fair and detailed outcome for complex and contentious formal hearings • Strong mediation and negotiation skills, and expert in conciliation	• Able to implement policy/process changes which contribute to Service targets • Able to identify risk and provide mitigation • Ability to gain the confidence of and influence people at all levels • Ability to challenge existing practices and approaches and deliver improved HR solutions and services
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
EDI Lead	Range 7	In partnership with stakeholders in the Council, develop an EDI strategy, ensuring alignment to best practice, the Workforce Strategy and the Council's intended culture and values,	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> • GCSEs grade 4 or above (or equivalent level 2)	<u>Qualifications</u> • Evidence of ongoing continuous professional development	<u>Qualifications</u>

		ensuring compliance with relevant legislation and best practice. Lead the development, co-production and delivery of EDI activity and programmes, with specific and measurable outcomes to support the achievement of the Council's EDI plans and objectives. Analyse EDI data, including the gender, ethnicity and disability pay gaps, to identify trends and areas for improvement, and potential risks to the Council and present to the Equality Board. Report on the progress of EDI initiatives and the impact they have had in the Council. Ensure EDI information is published as required by the Public Sector Equality Duty, including the Gender Pay Gap. Provide advice to senior leaders, managers and staff on EDI matters to enable them to fulfil their responsibilities to ensure that EDI legislation, guidance and best practice is embedded in Council culture, practices and informs decision-making, including Diversity Impact Assessment (DIA). Champion and support EDI networks for the Council, ensuring that they run effectively, that they create dialogue with the Equality Board and that they provide an active role and voice within the delivery and implementation of EDI plans and objectives. Foster a culture of inclusion through training, workshops and awareness programs. Working with L&D identify the capability and learning needs of staff, including managers, in relation to EDI and collaborate with stakeholders on the design, development, delivery and evaluation of interventions to build awareness, confidence and capability.	qualification) in English and Maths • CIPD Level 5, Degree or equivalent Level 6 qualification in Human Resources, Social Sciences, or Law or any other relevant subject		• CIPD Level 7, Leadership & Management Level 7 qualification or equivalent • Evidence of ongoing continuous professional development
			<u>Knowledge</u> • An understanding of how EDI can impact the workforce and service users. • Knowledge of equality, diversity and inclusion policy, legislation and best practice. • Awareness of the Public Sector Equality Duty. • Awareness and understanding of different cultures, identities, and experiences. • Knowledge and understanding of Diversity Impact Assessments.	<u>Knowledge</u> • Knowledge and understanding of the Public Sector Equality Duty. • Knowledge and understanding of different cultures, identities and experiences within the Council's workforce and the issues/barriers being faced. • Knowledge of the governance and decision-making arrangements for EDI in the Council. • Knowledge of how to engage with and influence stakeholders. • Knowledge of the One Medway Council Plan, the Workforce Strategy and the EDI Strategy and how this role helps to deliver the objectives and outcomes	<u>Knowledge</u> • Expert knowledge of equality, diversity and inclusion policy, legislation and best practice. • Knowledge and understanding of where the Council could improve and fulfil all the requirements of the Public Sector Equality Duty
			<u>Experience</u> • Experience of applying equalities knowledge in a complex organisation. • Experience of analysing data and producing reports based on this. • Demonstrable experience of delivering training. • Proven record of successfully engaging others and building positive inclusive working relationships with communities, partners, stakeholders, and senior managers which establish confidence, credibility and trust. • Demonstrable experience of developing, delivering, and evaluating EDI initiatives and related projects.	<u>Experience</u> • Experience of analysing EDI data and producing reports based on this, including analysis of options and risk and making recommendations. • Experience of providing advice and guidance on EDI matters to staff, managers and Directors	<u>Experience</u> • Experience of successfully driving and shaping the EDI culture aligned to the Our Values and Behaviours and the People Promise

		Partner with the Council's Internal Comms Officer and Engagement Officer to celebrate diversity through events and initiatives that highlight different cultures and perspectives, with a planned calendar of events. Working with the HR Policy Officer in the development and review policies to ensure they promote equality and prevent discrimination. Translate equality legislation into practical policies and procedures.	Experience in HR, organisational development, or roles specifically focused on diversity and inclusion.		
			Skills - Excellent interpersonal skills, listening, engaging and able to build relationships and working collaboratively with diverse groups. - Able to analyse and interrogate data and make evidence-based recommendations. - Excellent verbal and written communication skills, with ability to adapt style to meet the needs of the audience. - Demonstrated ability to lead initiatives and manage teams. - Ability to understanding and appreciate cultural differences and promoting inclusivity. - Proficient in the use of all Microsoft packages including TEAMS	Skills - Excellent verbal and written communication skills, with ability to adapt style to meet the needs of the audience and advocate for EDI initiatives. - An ability to translate new developments and EDI legislation into practical applications within EDI initiatives.	Skills Demonstrated ability to influence organisational culture
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
HRBP	Range 7	To work in partnership with senior managers, key stakeholders and HR colleagues to shape, develop and deliver people solutions aligned to business objectives and the One Medway Council plan. Act as the bridge between the directorate and HR to enable effective service delivery. Manage succession planning and talent management across the Council, utilising succession planning and talent management tools in order to ensure the organisation has the right talent in place to meet current and future needs.	Required for this level (in addition to all previous levels, if applicable) Qualifications - CIPD Level 5 qualification or equivalent Knowledge - Up-to-date knowledge of current and future employment laws and regulations, case law and HR best practice, policies and procedures, how to apply it, and HR policy and mitigate risk - Knowledge of change management, talent	In addition to level A Qualifications - Evidence of ongoing continuous professional development Knowledge - Understands how to use analysis and problem-solving techniques to translate issues into an assessment of options - Knows how to interpret performance data and identify people risk and mitigating actions	In addition to levels A and B Qualifications - CIPD Level 7 qualification or equivalent - Evidence of ongoing continuous professional development Knowledge - Knows how to interpret performance data and apply complex data modelling to people issues in the organisation - Understands how the council is responding to different trends in the sector and wider environment which impacts its performance

		Drive initiatives that enhance employee performance, engagement, and wellbeing. Support and guide the organisation through periods of change, ensuring smooth transitions and minimal disruption to operations	management and workforce planning and how workforce planning informs other people practices and wider business planning • Understands the impact of different performance management approaches and how performance management data can be used to drive improvements • Knows how to plan and deliver a project and manage risk, resources and interdependencies to deliver outcomes • An understanding of the workings of a local authority and how it operates at a corporate and community level. • An understanding of the legislative framework and governance arrangements applicable to Local Government. • Knowledge of trade union negotiations and how to apply in a local government context	• Understanding of how to design flexible approaches to succession planning in a changing environment • Knowledge of the HR systems and how to use the information and MI reports. • Knowledge of both one or more specialist areas of operations and the wider organisation with an understanding of the people issues and how HR can support them • Knowledge of the One Medway Council Plan, Workforce Strategy and other supporting HR strategies	• Understands how to assess the impact of current and future technology on the workforce, data privacy and people practices • A breadth of knowledge of HR policies, practices and procedures and of applicable national and local terms and conditions of employment, and Subject expert in one or more areas of operations
			<u>Experience</u> • Several years' experience in a variety of HR roles, including experience of handling complex employee relations issues, ideally in a local authority setting • Experience of applying and interpreting employment law in a range of complex work situations and identifying and mitigating risk • Experience of integrating equality, diversity & inclusion into people practices • Experience of listening to, engaging and mobilising a range of stakeholders, and of supporting and guiding managers to deliver change initiatives and achieve the intended outcomes • Experience of coaching, advising and building people management capability	<u>Experience</u> • Understands how to apply a range of theory to shape organisation development practices and interventions • Experience of evaluating and improving management practices and behaviours to create a better employee experience • Experienced in driving effective working relationships through consultation and negotiation • Experience of connecting with internal and external peers to benchmark, share good practice and anticipate future priorities and practice • Demonstrable experience in coaching and mentoring line managers • Demonstrable experience of supporting and guiding organisational change in this role	<u>Experience</u> • Experience of using emerging learning trends and theories and how they apply to the ongoing development of people. • Experience of developing and shaping people policy frameworks that positively impact the employee experience • Experienced in quality check survey and benchmarking methodologies and assess the factors determining reward (e.g. Retention or Skills Shortage payments) • Experience of integrating wellbeing into people practices • Proven experience of achieving in a strategic role, as a HRBP

			• Experience of facilitating connections and joint working across teams, disciplines and functions • Experience of working with Trade Unions or Employee Forums and building constructive relationships		
			<u>Skills</u> • Able to make responsible decisions by considering different ethical perspectives and finding the best possible way forward for stakeholders and able to challenge decisions and actions which are not ethical, explaining the organisational risks • Demonstrates compassion, humanity and fairness of approach and can integrate equality, diversity and inclusion legislation into people and organisation practices • Can take a disciplined and open-minded approach to understand and define organisation issues and their root cause • Excellent interpersonal and team working skills, and a proven ability to form partnerships, motivate, enthuse and drive individuals • Able to grasp complex and difficult concepts quickly and interpret them effectively • Excellent verbal and written communication skills, can communicate with impact and effectively interact with stakeholders at all levels, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs • Proficiency in HR analytics, able to interpret HR data and metrics, and data-driven decision-making • Ability to develop solutions or strategies for complex HR issues for the short to medium term	<u>Skills</u> • A role model and can advocate the value of including others and embracing diversity • Can pursue opportunities to test insight, develop new approaches and innovate new working practices that improve HR services • Able to objectively analyse and evaluate multiple sources of evidence to create insight, identifying sources of bias. • Takes responsibility for mistakes, encouraging learning and demonstrating ownership for the actions to make things right • Able to build capability and confidence in leaders and managers to deal with wellbeing in an empathetic and flexible way • Able to use data and analytics (e.g. people, financial, business) to provide insight, answer questions and make decisions • Ability to align HR strategies with organisations goals • Ability to develop solutions for complex HR issues for the longer term • Well-developed negotiating and influencing skills	<u>Skills</u> • Able to build collaborative working relationships across organisational boundaries, cultures and other disciplines • Can take responsibility and demonstrates commitment to deliver business benefits and outcomes • Able to assimilate evidence and ideas to identify themes and connections and gain insight on the whole issue and its wider implications • Can make well-judged decisions by considering all available evidence in the context of the specific situation • Can balance individual and business expectations regarding employee/worker relationships • Able to apply specialist knowledge across numerous specialist areas of operations • Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues • To be innovative and forward thinking in your approach to work and embracing change

			• Skilled in coaching and mentoring managers on HR-related matters • Good organisational and time management skills with the ability to progress a series of activities within recognised guidelines making frequent decisions with some access to senior officers • Demonstrates the ability to deal with very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands		
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