



Job Description

Assistant Head of Service – HR Business Partnering & Organisational Development

Job Details	
Grade	6
Number of Posts	1 – Fixed Term Contract (12 months)
Department	Human Resources
Reporting to	Head of HR

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises five Directors and Chief Executive, who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE



Key Responsibilities

As the Assistant Head of Service for HR Business Partnering and Organisational Development you will play a crucial role within the HR leadership team with a core focus on operational delivery for the HR Business Partnering function.

You will be responsible for the effective delivery of services including HR Business Partnering, Equal Pay Programme, Organisational Development and HR projects. Planning and implementing future-focused people strategies that effectively contribute to delivery of the Trust's strategic outcomes.

Key responsibilities include:

- Supporting the Head of HR to deliver the Target Operating Model and continually develop the service and its offering.
- Contribute to the delivery of the People and Culture strategy.
- Ensure that service delivery complies with current regulations and accepted professional standards.
- Ensuring each service area that you are responsible for delivers on their outcomes and projects
- Oversee key HR projects and initiatives within your service area
- Partner the Directors providing high level analysis of sickness, ER cases and forward plan
- Lead the HR Business Partner, OD and Equal Pay Team on any projects ensuring compliance and clear communication
- Identifying areas of improvement within the service areas
- Ensure that all services are delivered with a high level of customer focus, solutions focused approaches. Providing prompt resolutions at the appropriate levels.
- Development of relevant policies and procedures within the area of expertise.
- Provide leadership, support, and development to the team through coaching and mentoring.
- Develop KPI's and reporting to all aspects of the employee lifecycle.
- Proactively seek new opportunities with internal and external stakeholders.
- Deputies for the Head of Service as required to ensure continued operational delivery of the service.
- Responsibility for developing and implementing systems and processes to priorities and track queries.
- Develop SLA's ensuring that they are met in a fast-paced environment, without compromising quality of service.
- Responsibility for overseeing electronic filing systems, ensuring data is accurately recorded and GDPR procedures are adhered to.
- Ensure governance and audit requirements are communicated with the team to ensure a firm understanding of the required actions and responsibilities.
- Undertake regular audits and compliance check routinely on all aspects of the service provision.
- Undertake regular reporting on activities, trend analysis. Developing tools and resource to support early resolution of employee relation matters.
- Ensure appropriate legislation is adhered to in relations to all aspects of service delivery including resourcing programmes pre-employment requirements.
- Ensure that safeguarding protocols are actioned.
- Ensure that Equal Pay is a priority for the Trust through the Equal Pay Programme.
- Provide general line management support including 1:1s, sickness overview, support to team



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Key Information

Is a Safeguarding Check needed?	<ul style="list-style-type: none">Not Applicable
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none">Yes <p>HR Business Partner Team – Team of x4 (all direct reports)</p> <p>Organisational Development – Team of x4 (x1 direct report)</p> <p>Equal Pay Programme – Team of x2 (x1 direct report)</p> <p>Trust 2025 – Team of x2 (x1 direct report)</p>

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Education	AF/Q	CIPD Level 5 or relevant experience
Experience	I	Experience of working in a fast-paced service led environment.
Experience	AF/I/Q	Detailed knowledge of employment legislation and employment tribunals
Experience	AF/I	Experience of measuring and monitoring performance against key performance indicators
Experience	AF/I	Experience of implementing and optimizing systems and processes
Experience	AF/I	Experience of delivering an Equality, Diversity, and Inclusion agenda
Experience/Skills	AF/I	Able to communicate effectively at all levels both orally and in writing, including presentation skills, with the ability to effectively communicate complex ideas and information to a wide range



		of audiences.
Experience	I	Able to demonstrate problem solving, diagnostic skills using multiple sources of information.
Experience	I	Ability to develop reports and analyse information to support business delivery
Experience	I	Excellent prioritisation and organisational skills, ensuring delivery against key deadlines and targets
Skills	AF/I	Demonstratable skills in leadership, mentoring and coaching
Skills	AF/I	Have a clear understanding and commitment to equality, diversity, and inclusion matters.

At Birmingham Childrens Trust, we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure the Trust is a place for people to be their best, authentic selves. As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported. Candidates who inform us of a disability on their application form, who meet the essential criteria will be shortlisted for an interview. The Trust is committed to Safer Recruitment practices, further information can be provided on request.

