



## Job Description

### Human Resources Business Partner

Job Details	
<b>Grade</b>	D
<b>Department</b>	HR
<b>Reporting to</b>	Assistant Head of Service - Business Partnering & Organisational Development

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 of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.
<b>Our Vision:</b>
Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.
We will do this:
<ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul>
Success will mean significant progress towards these outcomes:
<ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li><li>• children able to attend, learn and achieve at school.</li><li>• young people ready for and contributing to adult life.</li></ul>



- children and young people safe from harm.

**Our Values:**

ONE TEAM  
ACCOUNTABILITY AND RESPONSIBILITY  
QUALITY AND INNOVATION  
RELATIONSHIPS  
HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

Serving as a strategic link, this role involves delivering HR advice, guidance, partnering, and stakeholder oversight.

Proactively aligning workforce strategies with organisational objectives, it fosters a positive and high performing environment.

- Supporting the Assistant Head of Service to deliver the People and Culture strategy
- Providing expert advice and guidance on managing Employee Relations (ER) including complex cases. Ensuring compliance to Trust policies and employment law.
- Addressing and escalating instances of non-compliance with HR policies or procedures when necessary.
- Managing ER cases proactively for your service area and minimise the length of time ER cases are open
- Reviewing and developing policies to ensure compliance with legislation changes, including supporting letters
- Applying a customer focused approach and be proactive in responding to HR queries
- Ensuring delivery of service Key Performance Indicators (KPIs) and Service Level Agreements (SLAs)
- Adopting a solution focussed approach, escalating where required
- Reporting and analyse data and business patterns to provide insights to improve people practice, resulting in early resolution of employee relation matters
- Providing clear guidance, coaching, and influencing stakeholders to effectively support and navigate human resources processes and related activities.
- Leading and supporting significant organisational changes or projects, including TUPE and redesigns
- Working and building relationships with Trade Unions, understanding the Trusts agreements.
- Assisting with the collation of documents/information required for Employment Tribunals (ETs)



<ul style="list-style-type: none"><li>• Meeting regularly with your service business partner to identify, discuss and improve people concerns within the service area</li><li>• Championing and implementing initiatives to improve employee engagement and wellbeing</li><li>• Partaking and supporting in HR projects and initiatives such as wellbeing, Equality Diversity and Inclusion (EDI) events.</li><li>• Ensuring a high level of confidentiality, complying with GDPR/data protection.</li><li>• Supporting the continual development of a business service, ensuring innovative best practice ideas are embedded across the service.</li><li>• Building effective relationships and provide professional advice to internal and external stakeholders</li><li>• Providing cover for HR Business Partners and Assistant Head of Service, People Partnering &amp; Organisational in periods of leave</li><li>• Ensuring relevant data is updated in a timely manner to allow accurate business reporting</li><li>• Working with the wider HR team to lead, develop and facilitate training, to support continuous learning on HR policies across the Trust</li><li>• Identifying errors or opportunities for improvement and applying creative solutions to address and resolve them effectively</li><li>• Undertaking any other work appropriate to the level and general nature of the post's duties</li></ul>
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<b>Key Information</b>	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"><li>• Not required</li></ul>
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"><li>• No</li></ul>

### Person Specification

<b>Essential Criteria</b>		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL



Qualifications	AF/Q	Hold a CIPD Level 5 or demonstrate equivalent experience in a related field of Human Resources.
Experience	AF/I	Demonstrate experience in providing support for claims related to Employment Tribunals.
Experience	AF/I	Have detailed knowledge of employment law
Experience	AF/I	Able to adapt quickly in a high intensity environment, managing tasks efficiently
Experience	AF/I	Have experience of dealing with complex HR queries and advising on policies and procedures.
Experience	AF/I	Able to take ownership of a project and deliver the required results.
Skills	I	Demonstrate excellent ICT skills
Skills	AF/I	Able to work independently, with a solution focussed mindset, managing conflicting priorities.
Skills	AF/I	Have a clear understanding and commitment to Equality, Diversity, and Inclusion (EDI) matters.
Skills	I	Manage situations sensitively, constructively and professionally
Skills	AF/I	Able to run, analyse and present reports, identifying focus areas
Skills	I	Able to communicate effectively at all levels, both in person and digital
Skills	AF/I	Demonstrate exceptional interpersonal abilities to advise and guide colleagues within your area of expertise.
Skills	AF/I	Oversee and take responsibility for own workload, conflicting priorities and meet deadlines.



Skills	AF/I	Apply a proactive and innovative approach to dealing with issues and problem solving.
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**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

