

Job Description:

Job	HR Business Partner
Hours per week	35
Service	Corporate Services
Team	Human Resources
Job location	Hybrid, with office in Balloch
Line Manager	HR Manager
Band	D

Key purpose 1

Key accountabilities 1

Person specification 2

Key purpose

Operating alongside the HR Manager, you will be the key link between HR and the business, delivering people strategies that support organisational goals. You'll partner with leaders at all levels to drive employee engagement, talent development and organisational effectiveness.

Key accountabilities

- Provide proactive advice to the Executive team and managers in all matters relating to HR such as performance management, recruitment and retention, change management, employee relations; ensuring all appropriate policies, procedures, audit and legal requirements are adhered to.
- Design, develop and implement new HR policies and procedures to ensure compliance with current and emerging employment legislation, and other national directives for good practice in line with the current consultation practices and implementation guidelines.
- Actively promote diversity, equity, and inclusion throughout the employee lifecycle.
- Build effective relationships with managers at all levels in order to encourage the integration of Human Resources best practice into business planning. Undertaking coaching and advise all levels of managers on people management issues in line with National Park Authority policies and procedures.
- Deliver an end-to-end recruitment service including designing job adverts, developing sample questions, organising and participating in interviews/assessment centres,

issuing contracts, ensuring all pre-employment checks are completed such as verification of right to work in UK, health checks, and references.

- Manage all personal records both computerised and hardcopy in accordance with the Data Protection Act. Drive forward the use of the HR system to ensure it is fully integrated into the business and utilised to maximum effect.
- Provide HR statistical information both internally and externally, in accordance with business requirements.
- Act as a primary contact for internal and external customers on all HR related matters through to resolution.
- Provide cover for the HR Manager and other members of the HR team in their absence.
- Undertake any other duties appropriate to the grade as required.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Experience of providing a comprehensive HR Advisory service. • Experience of building strong management relationships with the ability to challenge and influence across all business areas. • Sound understanding of employment legislation. • Experience of formulating HR policies and procedures. • Experience in supporting and promoting good industrial relations with staff and unions. 	<ul style="list-style-type: none"> • Experience of working within the Public Sector
<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> • Excellent written and oral skills with the ability to communicate effectively at all levels. • Articulate with excellent interpersonal skills. • Problem solving skills. • Ability to collate, analyse, evaluate and present management information. • Ability to handle, protect and secure sensitive and confidential information. • Working knowledge of HR systems and Microsoft Office applications. 	

<i>Required Qualifications</i>	<ul style="list-style-type: none"> • Degree in HR Management or equivalent experience. • Chartered membership of CIPD 	
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> • Occasional evening work may be required 	