

JOB DESCRIPTION

JOB TITLE:	HR Business Partner
MANAGED BY:	Senior HR Manager
GRADE:	11

THE ROLE

The HR Business Partner (HRBP) is a pivotal member of the HR team, strategically embedding HR across the organisation to drive workforce and organisational transformation. Reporting to the Senior HR Manager, the HRBP acts as a trusted advisor to senior leaders, ensuring that people strategies align with business objectives and organisational priorities.

This role is vital to delivering the MCA's ambitions, including fostering a positive organisational culture, supporting workforce planning, and enabling leadership development. The HRBP will build strong relationships with stakeholders, lead on key people initiatives, and influence decision-making to align workforce strategies with business needs.

You will be expected to take a proactive approach, using data-driven insights to inform strategies and anticipating future needs while managing competing priorities in a fast-paced environment. Through your expertise, you will lead people-focused transformation, supporting the MCA in achieving its vision of becoming the highest-performing combined authority in the country.

Key Attributes:

Strategic Leader: A forward-thinking individual who can align people strategies with organisational objectives and future priorities.

Influential Collaborator: Skilled at building trusted relationships with senior leaders and influencing change across the organisation.

Data-Driven Analyst: Confident in interpreting workforce data and using insights to inform strategic decision-making.

Change Champion: Proactive in leading transformation initiatives and fostering an inclusive, high-performing culture.

Organised and Agile: Establish clear priorities and maintain grip across work streams, focusing effort on highest organisational risk and impact.

The HRBP plays a key role in shaping the future of the West of England Mayoral Combined Authority, ensuring that our people strategies support the delivery of our ambitious regional agenda.

KEY RESPONSIBILITIES

Strategic People and Culture Partnership

- Act as a strategic partner to senior leaders within your designated directorates, ensuring people considerations are integrated into business planning and decision-making processes.
- Drive and deliver people-focused strategies that align with the organisation's goals, including workforce planning, succession planning, and talent development.
- Work closely with leadership teams and senior managers to support the efficient and effective delivery of their business areas, in alignment with the organisation's Business Plan and Values and Behaviours Framework.
- Serve as a dedicated point of contact for senior stakeholders, building trusted relationships and fostering strong engagement and communication across the business.
- Attend and contribute to Corporate Leadership Team (CLT) meetings for your areas of responsibility, ensuring alignment between the people strategy and business strategy and objectives.

People and Culture Leadership

- Champion the People and Culture strategy by role-modelling values that prioritise employee wellbeing, engagement, and development.
- Lead the delivery of People and Culture initiatives, working closely with the HR leadership community to ensure strategic objectives are aligned and operationalised effectively across the business.
- Coach and build the capability of leaders and managers on all people matters, fostering a self-service culture and empowering leadership teams to manage their people effectively.
- Support and develop junior HR colleagues, building capability across the team.

Organisational Development and Transformation

- Lead the development and implementation of strategic workforce plans, including workforce capability, performance, and succession plans, ensuring alignment with future business needs.
- Support business transformation and culture change initiatives, providing expert advice on restructuring, team effectiveness, productivity, and new ways of working.
- Act as a change agent to manage continuous transformation, including building the case for change, engaging stakeholders, and managing associated risks.

People and Culture Service Delivery and Employee Relations

- Ensure effective People and Culture service delivery to employees and managers within the business areas, resolving issues and concerns in partnership with the whole HR team.
- Maintain oversight of employee relations activity, ensuring consistency, quality and appropriate escalation of risk in partnership with the HR Operations team.

People Metrics and Data Reporting

- Generate practical insight and support decision-making in environments with limited or evolving data.
- Analyse and interpret people data and KPIs to diagnose issues, identify trends, and provide actionable insights to senior leaders.

- Prepare reports for leadership teams to support strategic decision-making, including workforce performance, employee engagement, and organisational health.

Project Management

- Lead and contribute to the delivery of HR and corporate projects, with the People and Culture Projects and Data Partner, ensuring they are prioritised and aligned with the organisation's business strategy. Use recognised project management methods to deliver people-related benefits and mitigate risks.

Policy and Best Practice

- Contribute to the development of policies and processes that support the overall People and Culture strategy and drive continuous improvement across management tools and policies.
- Stay informed about external people and culture trends and best practices, sharing knowledge with the HR team to improve practices across the organisation.
- Ensure consistent and fair application of people practices across directorates, identifying and addressing areas of divergence.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience.
- Level 5 CIPD accreditation.
- In-depth knowledge of employment law, regulations, and best practices.
- Strong understanding of HR policies, procedures, and employment practices.
- Good understanding of Equity, Diversity and Inclusion in the workplace.

Experience

- In depth knowledge and experience of successfully leading in a variety of HR roles, including managing people and motivating a team.
- Experience in developing local people focused interventions (set within an overarching HR strategy and frameworks) that support performance management, talent, leadership and capability development, workforce planning, recruitment, behaviour, and culture change.
- Experience in using data and analytics to bring new insight, demonstrate impact and return on investment.
- Experience of managing and prioritising multiple change management and project management workstreams.

Skills and Competencies

- Demonstrated analytical thinking, problem solving, and decision-making skills. Critical thinker with success in developing innovative solutions to business issues.

- Demonstrable collaboration skills, and experience of influencing stakeholders and decision makers.
- Ability to listen and understand the needs of colleagues, together with those of leadership and the MCA.
- Excellent interpersonal and communication skills to effectively collaborate with employees and management at all levels.
- Ability to manage multiple, complex issues and prioritise projects concurrently.
- Provide and demonstrate change management leadership.
- Use knowledge of the business strategy or the ability to probe for required understanding of business strategy/context in order to properly align solutions or problem-solving approaches.
- Resilient, adaptable, and confident in handling change in a fast-paced environment.
- Digitally competent and comfortable working and managing in a hybrid working environment.
- Ability to demonstrate self-awareness and develop constructive relationships.

DESIRABLE

Qualifications and Knowledge

- CIPD Level 7, or equivalent.
- Understanding of the ways of working and issues related to working in a public sector organisation.

Experience

- Experience within a Local Government or Public Sector environment, or, within a political organisation.
- Experience of working in a unionised environment, including negotiating with trade unions.