

JOB DESCRIPTION

JOB TITLE:	HR Business Partner
MANAGED BY:	Head of HR and OD
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 Head of HR and OD, 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: Highly efficient in managing multiple priorities and navigating complex challenges in a dynamic environment.

The HRBP will play 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.

The HRBP will also have line management responsibility for HR practitioners

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 Senior Leadership Team (SLT) 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 well-being, 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.

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, ensuring cases are managed consistently and root causes are identified and resolved proactively. Provide guidance on complex employee relations issues, including tribunal cases when necessary.

People Metrics and Data Reporting

- 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.

PERSON SPECIFICATION - ESSENTIAL CRITERIA

Qualifications and Knowledge

- University degree in HR or Organisation Development or equivalent relevant professional experience.
- CIPD membership. Level 5 and/or equivalent relevant professional experience.

Experience

- In depth knowledge and experience of successfully leading in a variety of HR roles, including managing people.
- 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.
- Demonstrated credibility and integrity in communications, in both verbal and written, to ensure information flows upward and downward. Adapting style based on audience.
- Ability to listen and understand the needs of the employees, together with those of leadership and the MCA.
- High integrity in safeguarding compliance standards and MCA values.
- COE background, i.e., Analytics, Compensation, HRIS, HR Operations.
- Ability to manage multiple, complex issues and prioritise projects concurrently.
- Provide and demonstrate change management leadership.
- Coach and influence to achieve business results.
- 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.