

## Kent County Council

### Job Description: *Business Partner*

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<b>Directorate:</b>	<b>Deputy Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>HR &amp; OD</b>
<b>Grade:</b>	<b>KSL</b>
<b>Responsible to:</b>	<b>Director of HR &amp; OD</b>

#### **Purpose of the Job:**

Act as the high level strategic business partner between HR & OD and assigned Directorate, pro-actively working in partnership with the Directorate Management Team and relevant key stakeholders to develop forward looking directorate based strategies and business plans which ensure effective service delivery, continuous business development and transformation in line with KCC's strategic outcomes.

#### **Main duties and responsibilities:**

- To be the key strategic interface and point of contact between/ across HR & OD and the area of the business for which they have specific responsibility ensuring both that directorate requirements influence organisational strategy and organisational strategy is reflected in Directorate service plans.
- Provide a challenging, tailored, business focused, strategic advice that enables senior managers to turn business strategy into effective business practice.
- Determine the implications, gaps and requirements of current and future business strategies/change management initiatives/external changes in liaison with the Directorate senior management team and other key stakeholders. Follow through these changes by communicating them to the relevant People teams, influencing the implementation of any people developments/changes that are required.
- Work in partnership with the Directorate senior management team to ensure all people implications are highlighted in their strategic and business plans.
- Determine Directorate specific People services or project work, in collaboration with senior colleagues that will enable the delivery of the Directorate business plans and outcomes.
- Work with the other Business Partners and colleagues across the function to share good practice and ensure a broad consistency of approach.
- Maintain an active role as a trusted member of the Directorate Management Team and ensure appropriate liaison with other functional business partners.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Business Partner*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Educated to degree level or equivalent professional qualification and/or experience.</p> <p>Substantial, relevant professional background and proven credibility in the field.</p> <p>CIPD qualified or equivalent.</p> <p>Holding or working toward an appropriate management qualification or standard such as Managing in KCC.</p>
<b>EXPERIENCE</b>	<p>Extensive strategic and operational HR/OD experience, both in breadth and magnitude at a senior level and in a political environment.</p> <p>Experience of working in a unionised environment, including negotiating with trade unions.</p> <p>Experience of providing high level expert advice and guidance to senior clients, managers and colleagues.</p> <p>Experience of determining and designing strategic solutions.</p> <p>Experience of partnership working.</p>
<b>SKILLS AND ABILITIES</b>	<p>Ability to act and think at a strategic level taking account of service/operational needs.</p> <p>High and demonstrable analytical, problem solving and creative skills</p> <p>Ability to deliver business objectives whilst successfully managing pressures arising from competing priorities, demands and pressures.</p> <p>The necessary tact, sensitivity and political awareness to negotiate/work with senior staff, elected Members and external organisations.</p> <p>Ability to use evaluative judgment, applying and building on concepts and principles.</p> <p>Creative, and able to develop innovative solutions to new and intransigent problems.</p> <p>Ability to make connections across diverse areas of work, identifying at an early stage issues that need to be resolved.</p>

	<p>Excellent written and oral communication skills, including presentation skills and report writing skills.</p> <p>Strong influencing and negotiation skills.</p>
<b>KNOWLEDGE</b>	<p>Up to date and expert knowledge of theory and good practice in areas of employment policy and practice, terms and conditions in local government, nfp and private sectors and employment law and its application in all environments.</p> <p>Excellent knowledge of how to align HR &amp; OD with business objectives.</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>

# Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

## Whole Council

- Seek to improve the lives of all residents in Kent and the economy of Kent
- Act as corporate parent to the Council's Looked After Children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected Members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

## Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

## Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets