**JOB DESCRIPTION**

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| **POST TITLE** | People Partner (Organisation Development) – Policy Development |
| **GRADE** | Grade 7 Pro Rata – £35,235 - £37,938 (Pay award pending) |
| **FUNCTION** | People |
| **PERMANENT BASE** | CHQ, Eyre Street, Sheffield with agile/home working |
| **RESPONSIBLE TO** | Senior People Partner (OD) |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

To develop, review, maintain and scrutinise People Function Policies and related guidance documentation to help shape legislative and best practice compliance across SYFR. Contribute to the delivery of the service’s People Strategy and be a positive and proactive member of the people function by supporting the people management team to provide customer-focused, timely, comprehensive and pragmatic first level advice and support to employees and line managers in line with service policies, procedures and legal requirements.

CIPD Profession Map: Associate / Chartered Member Level

**MAIN RESPONSIBILITIES**

**Policy Development**

1. Support the people management team in the provision of a high quality, effective and efficient customer-focused people service for all staff and stakeholders.
2. Contribute to the delivery of all OD related objectives contained with the service’s People Strategy, working specifically in the following specialist area :

* HR and OD policy development

1. Support the Senior People Partner (OD) to monitor and review all aspects of OD, and contribute to the design and implementation of OD interventions that are recognised as good practice and value for money.
2. Support the development and maintenance of collaborative and productive working relationships with colleagues, service areas, representative bodies and other stakeholders, establishing and maintaining professional credibility.
3. Provide specialist advice, guidance and assistance to all staff relating to the OD agenda as detailed within the service’s People Strategy.
4. Continually undertake research to identify innovative and best practice approaches to workforce and organisational development, making formal recommendations to the Senior People Partner (OD).
5. Adopt a creative approach to identifying alternative methods to developing employees, including e-learning, coaching and mentoring.
6. Support resourcing activity as and when required, particularly by acting as an assessor during recruitment and selection processes.
7. To support the Purchase order process by progressing as well as training and developing OD administrators to undertake OD related purchase orders including relevant information to comply with procurements regulations. To maintain records as appropriate.
8. Work with all People Partners and other key stakeholders to review, update and draft people policies ensuring they are streamlined, clear, legally compliant, easy to navigate, fully inclusive and aligned to benefit realisation from future systems/technology enhancements.
9. Undertake policy and best practice research, including other organisations, to inform future policy development.
10. Benchmark people policies and research trends in related issues, working with key stakeholders to develop tailored solutions which support the service’s objectives.
11. Ensure that people policies are branded and comply with quality assurance standards.
12. Ensuring that appropriate and high-quality Equality Impact Assessments are complete and in place for all policies and are kept under regular review.
13. Provide updates on policy development/review status to Senior People Partners and the Director of People and Culture.
14. Assist with the consultation process for new people policies, involving Joint Consultative Forum, Staff Groups, etc.
15. Manage and track the progress of OD policies and maintain a record of policy progress and review timetables.
16. Undertake research on People related topics relative to the role.
17. Responsible for the communication of People policy and scanning the horizon for relevant legislative changes that may impact the organisation and People policies.
18. Manage and respond to information requests relating to People Policy.
19. Oversee the development and maintenance of accurate HR statistical data relating, providing reports and presenting trends and forecasts to management where necessary.

**General**

1. Support the development and maintenance of collaborative and productive working relationships with colleagues, service areas, representative bodies and other stakeholders, establishing and maintaining professional credibility.
2. Contribute to activities and initiatives relating to staff engagement and culture change with SYFR.
3. Support the development of workforce audits and/or surveys to measure organisational culture. Thereafter, contribute to the development and implementation of related action plans.
4. Provide cover for other OD People Partner(s) as required to cover leave and other absence.
5. Support resourcing activity as and when required, particularly by acting as an assessor during recruitment and selection processes.
6. Fully participate in SYFR’s Performance Review process according to the responsibilities of the role.
7. Practice and promote SYFR’s Equality and Diversity and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR’s core values at all times.
8. Ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.
9. Attend as required any training courses that will contribute to the effective performance of the post holder.
10. Carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.
11. Be responsible for the accurate and appropriate processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
12. Demonstrate personal proactive commitment to CPD.

**ANY OTHER INFORMATION** (including special conditions of service)

Flexi time, Agile Working

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | | |
| CIPD Qualified (Graduate) | X |  |
| Certificate in Occupational Testing or willingness to achieve |  | X |
| MCIPD status or willingness to achieve |  | X |
| **Knowledge** | | |
| An understanding of how OD contributes to wider organisational effectiveness | X |  |
| Comprehensive understanding of the Fire & Rescue Service, including an appreciation of the cultural challenges |  | X |
| An understanding of employment law | X |  |
| Knowledge of Microsoft Office applications | X |  |
| Good understanding of data protection legislation and data security |  | X |
| **Experience** | | |
| Experience of developing and implementing policies in accordance with organisational strategy | X |  |
| Proven experience in the effective delivery of organisational development interventions |  | X |
| Experience of working across teams to engage the workforce with OD initiatives |  | X |
| **Personal Effectiveness** | | |
| Self-motivated and able to work under pressure to meet deadlines | X |  |
| Negotiation and influencing skills | X |  |
| Excellent written and communication skills | X |  |
| Ability to work to agreed strategies / action plans | X |  |
| Commitment to EDI and Health and Safety at Work legislation | X |  |
| Ability to coach, motivate & develop others | X |  |
| Proactive and professional manner with a positive can-do approach to work | X |  |
| Demonstrates flexibility and the ability to adapt to change positively | X |  |
| **Other Requirements** | | |
| Ability to travel efficiently around South Yorkshire as required for role | X |  |