

HR Business Partner

Job Description

Position Pay Level: 7

Position Pay SCP: 30

Salary: £43,253 (inclusive of annual allowance). The salary is reviewed yearly and subject to satisfactory performance is increased in line with national pay awards.

DBS requirement: Standard

Reports to: Senior HR Business Partner

Financial Responsibilities: None but will support Slough Borough Council in reaching a sustainable future and significantly improve transactional workflows with residents, lowering costs for the Council.

Main purpose of Job:

The Business Partner plays a key role in driving the Council's strategic objectives by embedding effective people practices across structures, processes, policies, and behaviours. This role contributes to the delivery of the workforce strategy, organisational and directorate people strategies, and the successful implementation of strategic initiatives by leveraging extensive HR expertise.

Working collaboratively with managers, teams, and Directorates, the Business Partner provides expert advice and contextual insights to maximise impact and ensure outcomes are aligned with organisational and workforce strategies.

A core responsibility is leading organisational change initiatives, coaching managers and leaders to enhance their skills and confidence and managing complex employment cases to strengthen leadership capability.

The role also supports the professional development of people teams by managing escalated employee relations cases, facilitating knowledge sharing, and promoting continuous improvement in people practices.

Reporting to the Senior HR Business Partner, the HR Business Partner builds strong relationships and takes ownership of delivering people-focused initiatives aligned with Strategic Workforce Planning priorities.

By ensuring that all functional activities contribute to organisational and strategic goals, the Business Partner delivers tangible benefits for employees, the organisation, service users, and residents. The role requires strong project management skills, exceptional professional judgement, and the ability to operate at a strategic level.

The role also requires the following;

- Influence the design, implementation, and evaluation of the workforce strategies, policies, and initiatives to enhance overall effectiveness and performance.
- Collaborate with Senior leaders and stakeholders across the council to identify and address organisational challenges. Provide expert advice and innovative solutions that add value, recommend improvements to policies and practices, challenge conventional approaches, and drive commitment to alternative solutions aligned with the workforce strategy and organisational priorities.
- Coach leaders and managers on business change implementation, including redesign, redundancy, TUPE, and complex cases involving employee performance and relations. Deliver high-quality, informed advice rooted in a deep understanding of employment law, policies, and best practices, including conflict resolution and mediation.
- Use professional judgment to make effective decisions and advance initiatives, taking shared accountability with the business for continuous improvement and effective risk management. Upskill and influence leaders on HR matters through structured learning, coaching, and quality assurance to achieve sustainable outcomes.
- Manage and deliver projects within agreed timelines, collaborating across services and with the wider HR team. Contribute to the achievement of council priorities by ensuring effective implementation and delivery of initiatives that align with functional and organisational goals.
- Proactively gather and analyse intelligence and insights, distilling complex data into clear, actionable concepts. Use these insights to address root causes of business challenges and improve performance outcomes.
- Partner recruitment, L&D and OD team to embed best practices into leadership, talent development, employee experience, wellbeing, and EDI (Equality, Diversity, and Inclusion) strategies.
- Assess the impact of people initiatives using key performance indicators, providing actionable recommendations for continuous improvement and the refinement of organisational processes and employment practices.
- Navigate complex and challenging conversations with professionalism, engaging and influencing stakeholders at all levels. Serve as a role model for ethical leadership, resolve ethical dilemmas thoughtfully, and promote professional values and principles across the organisation.

**Person Specification:
 HR Business Partner**

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Skilled in providing both high levels of challenge and support to drive performance and collaboration.	Essential	A/I
	Proficient in analysing people and business metrics to derive insights, develop reports and policies, and implement data-driven solutions. Able to leverage these insights to inform	Essential	A/I
	Proven experience in managing complex challenges related of people, processes, and systems.	Essential	A/I
	Experience serving as a people lead in project and program management settings.	Essential Desirable	A/I
Skills and abilities	Exceptional communication and interpersonal skills, with the ability to establish and maintain strong, influential relationships with a diverse range of stakeholders.	Desirable	A/I
Knowledge and understanding	Thorough understanding of employment law and its application in managing complex employee relations issues to mitigate organisational risk.	Essential	A/I
	Demonstrated ability to develop compelling business cases for significant change programs and lead successful implementations, identifying and addressing	Essential Desirable	A/I

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	barriers while driving continuous improvement.		
	Strong understanding of change management principles, with hands-on experience engaging leaders and managers to take ownership of change initiatives.	Essential	A/I
	Comprehensive knowledge of the employee relations landscape and the ability to coach and influence stakeholders effectively.	Essential	A/I
	Experienced in seeking customer feedback and integrating innovative solutions into business practices.	Essential Desirable	A/I
Qualifications	CIPD Level 5 qualification (or higher) required.	Essential Desirable	A/I
	Degree in Human Resources, Organisational Development, or a related field, or equivalent professional experience.	Essential Desirable	A/I