



Ministry
of Justice

Job Description (JD)

Group/Directorate/Team

Role: HR Business Partner (Operations)

Identifier:

Document information:

Document Reference: HR Business Partner

Type: Strategy field based role

Version: 1.0

Classification: OFFICIAL

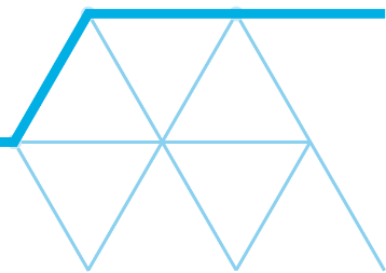
Completed/Produced by: David Wheeler

Date completed/produced: DRAFT 02/2020

Signed off/Authorised by:

Status: DRAFT

Agreed Grade: MoJ Band B



Role title:

HR Business Partner

Team/Directorate:

HMPPS HR / Strategy and Delivery / People Group

Overview of the role:

The Ministry of Justice's People Group supports the organisation by enabling its people to be the best that they can be. We are continuously reviewing and enhancing the services that our people group provide across the Ministry of Justice to deliver high quality services for our customers. MoJ has a team of committed and capable professionals delivering people services across the Justice family.

As owner of the People Strategy and delivery plans for their associated area of the business the HR Business Partner will support a number of business units, acting as a consultant to provide direction on how best to align the people and business priorities.

With a key focus on working relationships and an ability to establish how policy, process and good practice can be used to ensure that People Priorities are delivered to maximise performance and optimise staff engagement.

Key strategic People Lead role working to provide a service to stakeholders at either Executive or Senior Leader Level.

Summary:

The post holder will be required to deliver their role in a variety of locations and may be called upon to support national projects across areas of the business.

As a qualified (or aspiring) HR professional, the post holder will use a combination of generalist knowledge, personal skills and experience to provide direction on how best to align the people and business priorities.

With links to the wider HR specialist functions, including the Learning and Talent and Organisation Development community, the post holder will work with senior leaders and provide recommendations and advice following analysis and assessment.

Responsibilities, Activities & Duties:

As a lead expert in individual and collective learning, the role will require the post holder to complete business need analysis on the capability of its people, the organisational design of the business and the development of staff and teams.

Providing advice and recommendations for talent management strategies; supporting the building of capability through implementing talent reviews, performance validation and capability plans for the business. Building relationships with expert areas of the business including L&D to meet the skill development needs of staff.

Supporting the implementation of changes by proactively planning and advising on effective change management in collaboration with colleagues from OD&D, People Group Business Change and appropriate specialists from across the HR Function.

Engaging colleagues across the business to ensure people issues and risks are considered at the appropriate time in the execution of change management and during business as usual activities.

Work closely with key stakeholders on strategic workforce planning to establish existing and future workforce numbers, skills requirements and organisational structures.

Provide support and advice on resourcing vacancies, ensuring compliance with Civil Service Recruitment Principles and supporting the workforce plan with effective staff retention plans

Supporting stakeholder group to identify and plan employee engagement interventions, using Civil Service People Survey data, that will drive increased capability and performance.

Proactively work to resolve HR issues which may be a barrier to achieving key performance objectives and improving business functions. Using networks and contacts to identify opportunities to improve people delivery

Working with stakeholders to interpret complex case management and other HR advice into key business activities using HR knowledge and understanding of business demands and priorities.

Awareness of the wider context of the country, department and profession, and an understanding of the impact of these on your area of work.

Specific Areas of work will include:

Employee Experience and Staff Engagement

Staff Wellbeing

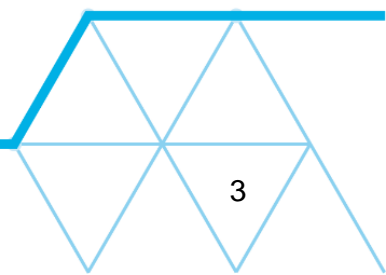
Diversity & inclusion

Contingency Support (Urgent Notification, Special Measures etc)

Resourcing & Retention Strategy & Planning

Employee Relations

Role may involve line management of EO or HEO colleagues within the regional or central team.



**Behaviours & Strengths
(for Recruitment/
Success Profiles):**

You will need to demonstrate your skills and experience against the following criteria:

Behaviours:

Making Effective Decisions

- Analyse and use a range of relevant, credible information from internal and external sources to support decisions.
- Display confidence when making difficult decisions, even if they prove to be unpopular.
- Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Managing A Quality Service

- Work with stakeholders to set priorities, objectives and timescales.
- Identify risks and resolve issues efficiently.
- Involve a diverse range of colleagues, stakeholders and delivery partners in developing suggestions for improvements.

Working Together

- Actively build and maintain a network of colleagues and contacts to achieve progress on shared objectives.
- Self-starter with drive and energy, strong interpersonal skills and a team-centric and collaborative way of working.
- Create an inclusive working environment where all opinions and challenges are taken into account and bullying, harassment and discrimination are unacceptable.

Seeing the Bigger Picture

- Understand the strategic drivers for your area of work.
- Remain alert to emerging issues and trends; align activities to contribute to wider organisational priorities.
- Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

Essential Knowledge, Experience and Skills:**Experience:**

Previous experience of working in a HR team and an awareness of the wider CSHR operating model.

The ability to confidently build and manage a diverse range of relationships, including with senior stakeholders.

Strong experience of delivering in a HR team, with experience of delivering HR plans and supporting others to optimise performance of their staff.

Excellent communication skills, both in verbal and written formats.

Ability to analyse and understand data and apply analytics to business delivery.

Desirable Knowledge, Experience and Skills:

Previous Experience of an HR delivery role.

Line Management Experience, ideally of a geographically dispersed team.

Project Management Experience.

Qualifications:**Technical:**

Member of the Chartered Institute of Personnel and Development (CIPD) or equivalent or willing to work to gain the qualification within 2 years of appointment.

Security clearance required:

Security clearance will depend on the environment and may include a requirement of CTC, SC, DBS

Version History:

Date	Version	Nature of Change	Edited by	Sections Affected
11/12/2019	1	Original produced by D Wheeler		
18/03/2020	2	Revised role name and duties	DW	Title and body
21/04/2020	3	Revised Success Profiles	DW	SP
30/04/2020	4	Job evaluation grade review	N Smith	

04/02/2021	5	Job evaluation grade review	A Hamer	Strengths
------------	---	-----------------------------	---------	-----------

