



<b>Role Title</b>	<b>Senior HR Business Partner</b>			
<b>Job Family</b>	<b>Human Resources</b>	<b>Sub Category</b>	<b>Human Resources</b>	<b>Grade</b> <b>D6</b>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Making Effective Decisions</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Leadership Charter</li> </ul>			
<b>Purpose</b>	Lead on the provision of Human Resources advice, support and challenge to the business.			

### Key Accountabilities

- Recruit, direct, engage, performance manage, coach and develop the team to drive high performance and deliver a consistent and joined-up HR service;
- Build trusted relationships with managers to provide expertise and advice on FCDO Services' people policies and best practice tailoring to the need of the business area;
- Maximise business performance through the provision of high quality insight and advice, decision support and independent challenge to the business, including organisation design, culture change, performance and talent management, and leadership development;
- Ensure that people policies are fully represented in the delivery of business plans and objectives;
- Lead on the development and application of long-term workforce plans, particularly to enhance and grow leadership capability;
- Coach and support senior managers in the implementation of people management policies and development of capability;
- Provide a point of HR expertise and advice available to managers across the business, including specialist advice on disciplinary panels and representing FCDO Services at Employment Tribunals

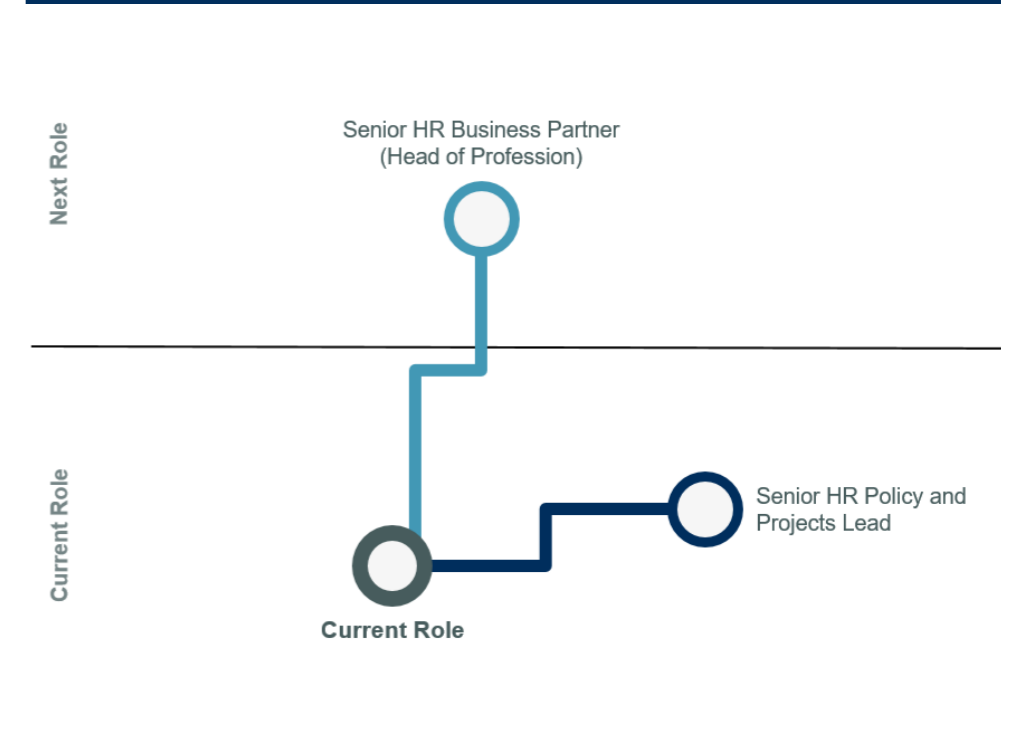
### Authority and Scope

- Responsible for performance of 1 direct report, ensuring all policies and processes are followed;
- Ensure recruitment business cases comply with workforce plan– take action to halt any non-compliant recruitment activities;
- Audit proposals to pay retention and recruitment allowances and escalate for approval by Head of HR Policy and Employee Relations;
- Has authority to spend from a devolved Learning & Development budget

### Internal and External Communications

- Director, Executive and Senior Leadership Team and key internal customers to provide professional advice and support;
- Senior Leadership team to provide the monthly HR report and contribute to decision making;
- Consult and coordinate action with HR colleagues;
- Peers in FCDO and across Whitehall to share information on a broad range of subject areas of mutual professional interest

### Potential Next Career Moves



### Skills

- Talent development;
- Change management;
- Workforce planning;
- Strategic planning;
- Stakeholder management;
- Interpret professional/technical documents;
- Incident resolution;
- Draft professional/technical documents;
- Facilitation;
- Resource management

### Qualifications, Knowledge and Experience

- Essential**
- Operational HR experience in a relevant environment;
  - Defined, designed and implemented organisational change programmes, leadership and talent management development initiatives, and people strategies including performance management;
  - Expert knowledge of employment law and HR best practice

- Desirable**
- Level 7 CIPD qualification or equivalent;
  - Understanding of civil service HR policies and controls;
  - Experience in a commercial environment;
  - Knowledge of change management frameworks in a commercial context