

Job Description

Job title	People Partner (Operational)
Reports to	Senior People and OD Partner
Location	Cardiff (covers all Wales)
Payband	3
Security Level Clearance	BPSS

Job description
Job Purpose <ul style="list-style-type: none"> Through HR advice, reports and operational activity, support the Audit Director Committee in securing the workforce needed to keep the workforce engaged and motivated. Understand all HR Policies so that advice given is policy-based and robust. Be visible to the business operations across Wales, be available and seek opportunities to enhance awareness of best practice in people management.
Main Duties <p>HR support to the Practice Directors</p> <ul style="list-style-type: none"> Provide timely, accurate, consistent and sound HR advice, guidance and constructive challenge, with due consideration to HR policy, statutory obligations and wider good practice <p>HR support to managers and staff)</p> <ul style="list-style-type: none"> Support develop and coach managers to manage HR issues within Audit Wales policies and procedures and good practice. Act as a facilitator to support line managers and staff to find joint solutions to issues. Support managers in handling complex and sensitive cases concerning conduct, wellbeing, attendance and performance. Brief business area meetings as required in relation to HR updates and dashboards <p>Recruitment and on-boarding</p> <ul style="list-style-type: none"> For the business areas, facilitate the recruitment of the right people, right place, right time, from the development of job descriptions to on-boarding. Work with colleagues to publicise an attractive brand of the Audit Wales to attract the best. Liaise with colleagues to ensure that the induction process for new starters is engaging, motivating and comprehensive to as to establish employees for success <p>HR good practice and team work</p> <ul style="list-style-type: none"> Assist in periodic reviews and development of the Employee Handbook and other HR policies, procedures and guidance to reflect legislative changes, lessons learned and good practice, both as an author, reviewer and contributor Production of monthly/quarterly HR management information and HR updates for the relevant business area Draft papers and reports, as needed, and undertake HR corporate projects on an ad hoc basis Any other tasks required from time to time, commensurate with the grade of the role.
Key Results Areas

Job description

- Act as the first line of contact in HR for any employee relations' advice for the business areas, ensuring that managers (and Directors) are engaged on sensitive issues that arise.
- Work closely with HR and other colleagues to ensure consistency and excellence in HR service delivery.
- Liaise with trade unions on special cases, policy development and any proposed changes to terms and conditions.
- Fully utilise the HR system to manage transactional and administrative processes ensuring accuracy in data input.
- To act as a role model for the values and behaviours of the Audit Wales.

General

Our Values and behaviours

Our values and behaviours define the way we work and how we work together to achieve our goals. All our people are fully committed to demonstrating our values and behaviours, so we can work effectively with each other and make good decisions. They help us be the best we can be and ensures that we've got the right skills and experiences in the right place. Our values and behaviours are designed by staff to help increase the diversity of our workforce and developing a coaching culture to ensure thriving conditions for organisational success. We ask that the successful applicant contributes fully to nurture a positive culture and to help us grow by living our values and behaviours.

Confidentiality and Information Security

The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate or client in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018, UK GDPR and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and/or prosecution under current statutory legislation (Data Protection Act) and Audit Wales Disciplinary Policy.

Equality

The Public Sector Equality Duty in Wales places a positive duty on public bodies to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Audit Wales is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Health and Safety

All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Security Checks

General

All employees are subject to baseline security checks as part of their pre-employment check. These checks include proof of identity and qualifications. In addition, all staff in qualifying roles are subject to security vetting arrangements to CTC (counter terrorist check) security level

Dignity at Work

The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under Audit Wales Dignity at work policy.

Welsh Language

We value the importance of the Welsh language in our work and aim to provide a bilingual service to everyone who wants to use it. We would therefore like to especially encourage applications from individuals that have Welsh language skills to help us meet this aim.

All job descriptions will detail whether the ability to speak welsh is an essential or desirable requirement. If successful and you do not currently have Welsh language skills, we can support you in learning Welsh if you wish.

Person Specification

Requirement	Essential or Desirable
1. Qualifications	
1.1 Educated to degree level or equivalent relevant experience	Essential
1.2 CIPD qualified (Chartered Member MCIPD) and active CPD	Essential
2. Skills and abilities	
2.1 Good research, analytical and problem solving skills	Essential
2.2 IT skills using e-packages, Word, Excel and PowerPoint	Essential
2.3 Good persuasion and influencing skills	Essential
2.4 Committed to self-development and learning	Essential
3. Experience	
3.1 Ability to produce analytical information to inform decision making. Ability to suggest the best way to present data and challenge whether the data requested will provide the right insight.	Desirable
3.2 Able to demonstrate the personal confidence and professional expertise to rapidly understand the HR requirements and develop/implement innovative and practical solutions in accordance with business needs.	Essential
3.3 Analyses information flows across business processes, identifying changes/improvements required.	Essential
3.4 Required to analyse evidence, define issues, identify problems and propose and agree solutions with individuals.	Essential
4. Personal attributes	

4.1 Excellent organisational skills, and ability to prioritise workload, work flexibly and manage own time effectively to meet agreed deadlines. Sufficient pace of work to ensure tasks are completed to agreed budget, timetable and quality standards	Desirable
4.2 Works with a degree of autonomy and minimal supervision	Essential
4.3 Able to deal sensitively and discreetly with confidential information	Essential
4.4 Able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts	Essential
4.5 Excellent verbal communication skills for use in meetings, presentations and focus groups	Essential
4.6 Excellent written skills, including attention to detail and accuracy for proof reading correspondence and formatting reports containing complex or confidential information	Essential
4.7 Thinks creatively to overcome and resolve problems with service delivery	Essential
4.8 Work productively with colleagues across the Audit Wales to ensure a coordinated and efficient and effective service delivery	Essential
4.9 Flexible and adaptable in changing environments with a commitment to teamwork and cooperation.	Essential
5. General	
5.1 Self-aware and a role model for the Audit Wales values and behaviours	Essential
5.2 Ability to work flexibly and if necessary outside of normal office hours.	Desirable
5.3 An awareness and a commitment to equality and diversity.	Essential
5.4 An awareness and commitment to the arrangements for health and safety	Essential

Welsh Language Skills		
Skill area	Essential	Desirable
Speaking & Listening	Greet others over the phone or in person with a simple Welsh greeting and sensitively forward a call to a Welsh speaker when appropriate	Attend Welsh medium meetings and discussions and confidently contribute in Welsh
Reading	Use translation software to get the grasp of simple correspondence with understanding of its limited capability	Read Welsh medium news articles, short reports and social media to develop knowledge in a field
Writing	Update documents and correspondence with Welsh dates and other generic terms	Write simple correspondence and social media content in Welsh with the assistance of Welsh spelling and grammar check.

