

Business Partner - Specialist and Strategic

Department: Cabinet Office

Division: People Services

Reports to: Head of Service

JE Ref: COO515.1

Grade: Linked CS12- CS13

JE Date: 12/07/2024

Job purpose

The Business Partner role is a link grade of 12 and 13. Business Partners who are newly appointed into either a strategic role or into a specialism would be a Grade 12.

To reach Grade 13, Business Partners will need to demonstrate their skills and experience post qualification through a progression panel.

Business Partners will focus on strategic delivery and are responsible for assurance with a 3 to 5-year horizon view of delivery requirements across function and discipline. Responsible for cross-discipline and functional activity. They work with autonomy.

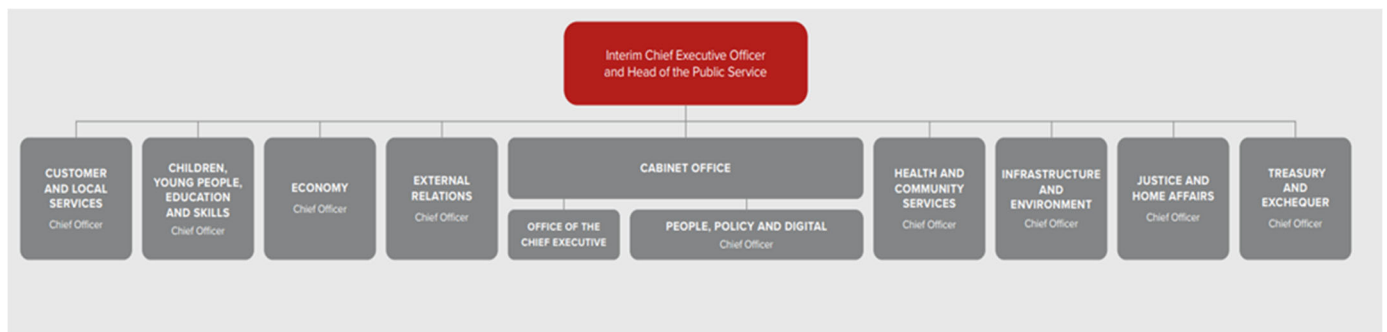
Specialist Business Partners lead on developing a community of expertise across the People Services profession. Strategically these roles will build an overarching understanding of the supply and demand across government from both a capability and capacity perspective. With this expert knowledge the role will design and deliver innovative and evidence-based approaches that have a positive impact on current and future workforce challenges and to achieve the People Strategy.

Strategic Business Partners will work in partnership with leaders, key stakeholders and People Services colleagues to shape, develop and deliver people plans and solutions in line with the needs and priorities of the department(s) and to achieve the overarching Government Plan and People Strategy. Working alongside the Director General(s) as part of their departmental leadership team this role will provide valued people insight, strategic support and challenge to the department and drive the departmental Workforce Plan.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure & specific role positioning



Budgetary Responsibility

Shared: £11m

Specialist Business Partners lead teams of between 3 and 11 Consultants, Advisers, Analysts and Assistants. Strategic Business Partners do not directly line manage teams but will be responsible for commissioning activity and overseeing delivery in a matrix structure of management.

Job specific outcomes

1. Interact at all levels within the government and build collaborative relationships with key stakeholders to shape the strategic direction of own area of activity, leading planning and organising activities of others to identify key challenges and opportunities where the Business Partner and communities of expertise can have a positive impact. This will involve applying broad and/or deep knowledge and experience to provide advice/guidance to others or to address significant problems, some of which will be multi-disciplinary in nature.
 2. The Specialist Business Partners will evaluate existing service provision, keeping abreast of feedback and broader developments to ensure appropriate developments and solutions to enhance and maximise service quality, efficiency and continuity. In government they will create a knowledge hub for the community of expertise, ensuring that the government has a professional and corporate approach to the specialism.
 3. Implement proposed changes to current work processes and where relevant, develop and define proposals for government policy, to improve quality and effectiveness, taking account of legislative impacts.
 4. Analysing and reporting people information to support with benchmarking and the development of people strategies and solution. Ensuring that all internal and external reporting requirements are satisfied through the provision of management information. Identifying trends, strengths, weaknesses, opportunities and threats in specialist area of responsibility that may have an impact on government and/or the work area to enable appropriate and timely action to be taken.
 5. Identifying people priorities for the centre of expertise from the departmental business plan, translate business requirements into effective practice and delivering people solutions aligned to business objectives. Providing a commissioned service, projects or activity that supports the delivery of the priorities, working with third party providers to ensure that service meets business needs and are delivered to agreed standards and timescale.
 6. Driving continuous improvement within the centre of expertise and driving the delivery of the department and the People Services business plan. Maintain Continuing Professional Development in own field and with the developments in government.
 7. Network with fellow professionals in the wider service and represent and promote own work area/activity on internal and external platforms.
 8. Build capability and capacity in the centre of expertise across government delivering services that are considered at the forefront of the profession.
 9. Driving continuous improvement within the department(s) responsible for and driving the delivery of the department and the People Services Business Plan.
 10. Develop and build professional relationships with stakeholders, providing a high standard of business partnering that will engender confidence to influence business decisions that are aligned with the Government Plan and People Strategy. Influencing senior management in strategic, ministerial and operational matters / propositions.
 11. Undertake other duties and responsibilities of a similar nature as may be required from time to time.
 12. **Specialist Business Partners** will within their centre of expertise deliver a standard approach, framework and methodology to support change initiatives through proper governance and effective collaboration. This includes evaluating whether a project should be initiated, determining what
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success looks like and measuring against and sharing key learnings. The process could be performed on an ad hoc basis in response to demands signals from departments or from Strategic Business Partners.

13. **Strategic Business Partners** will assume and act as the lead People Services role working autonomously within the department(s). To ensure that the Government of Jersey develops excellent relationships and promotes collaborative working with all employees, trade unions, social partnerships and regulatory authorities. The Business Partner works as part of the department's SMT engaging with stakeholders and colleagues to achieve 'people' outcomes that are most appropriate for the department, in line with the People Strategy.
 14. **Strategic Business Partners** are responsible for the overall case management and associated employee relations matters within the department(s) and provide clear direction to managers as well as the wider People Services team when dealing with often complex, sensitive and often political people matters that can have high impact by carefully assessing the appropriate course of action. This will include disciplinary, redeployment, redundancy, managing attendance, workforce, succession planning, employment tribunals and performance management issues. Ensuring compliance with statutory and policy guidelines.
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Person Specification
Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to Level 7 with a post graduate qualification in the centre of expertise or equivalent experience	Fellowship of the CIPD or equivalent experience
Knowledge	<p>Specialist BPs to have a broad and in-depth knowledge of their specialism, for example OD, Resourcing, Learning & Skills</p> <p>An advanced in-depth understanding of People Strategies, Business Plans and departmental business plans</p> <p>The activity and processes of Government including interaction between politicians and officers</p>	
Technical / Work-based Skills	<p>Highly developed knowledge of the principles, theory and practice of field of work, as well as an awareness of broader developments relevant to own area</p> <p>Strong track record of developing and implementing policy, experienced in implementing People Strategies and plans</p> <p>Adept at queries, report writing and presenting findings</p>	
General Skills/Attributes	<p>Highly developed judgement is essential to assess, plan and resolve differing, often complex cases and situations in the workplace</p> <p>Strong interpersonal skills including motivational negotiating, motivating, influencing and relationship building</p> <p>Ability to work on own initiative, prioritise work to deadlines and pay attention to detail</p> <p>Ability to analyse complex information and recommended solutions</p> <p>Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders</p> <p>Skilled analytical thinker with the ability to critically assess requirements and select 'best fit' approach in meeting the Government's people needs</p> <p>Ability to work at pace and retain a resilience in the face of pressurised situations</p>	

<p>Experience</p>	<p>Experience of managing and developing a significant team or teams containing experiences professionals or a complex project or activity with strategic influence and significant impact upon organisational resource</p> <p>Experience of working with and influencing senior management</p> <p>Experience of managing and controlling budgets/resources/funding and understanding of financial management procedures</p> <p>Experience of developing innovative solutions and contributing to strategic planning</p> <p>Experience of managing and improving employee relations in a unionised environment</p> <p>Experience of managing conflict and sensitive issues and achieving positive outcomes.</p> <p>Experience of delivering strategic priorities within strict timelines</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.