

## Job Profile Information: People Partner Support Level 3 Zone 2

### About Camden:

Camden is already on an organisational journey - focusing on moving from processes (bureaucratic) to relationships and partnerships (relational), and the People and Inclusion division has a critical role in supporting the organisation to be able to operate in this way.

For us being relational means putting people at the centre of what we do, building trust, having empathy and fundamentally focusing on relationships. Starting from a position of trust where we treat employees as adults who want to do a decent job. Ensuring there is freedom with responsibility anchored by guiding principles and always ensuring there is coherence between these values and our actions. Whilst coaching managers to use their judgement from a place of empathy and compassion.

As a division we are focused on ensuring we are best placed to support the organisation to imagine a different future and develop the organisation to deliver on it. This means:

- ***Having strong human-centred relationships*** - we want to help people to work well together and to get the best from each other as individuals and collectively.
- ***Being empowered to experiment*** - we want to help people feel safe and empowered to experiment and to make decisions to create change in a way which is supported and in an environment that allows that to happen, underpinned with great data and insight.
- ***Being inspired to learn*** - we want to help people to proactively learn and to create a true learning culture across the organisation - we want people to feel that learning is just a part of what they do every day.
- ***Connecting the human element with change*** - we want to help people, teams and the organisation move from a state of 'what is [the current position]' to 'what if [exploring possibility]' and ultimately to 'how to and how can we' [making possibility a reality].
- ***Having resilience and flexibility*** - formal structures and status are less important, power is shared so all have agency. We do this by working in the open and with kindness.

The expectation of all people who work within the People and Inclusion division is that we are committed to operating in this way and supporting others to do the same.

## **About the Role**

The role will work with People Relationship Partners and other People and Inclusion colleagues to support our managers and employees with a range of HR support. You will be aligned to a particular directorate/s but be expected to work flexibly as part of a team

- You will work with People Relationship Partners, managers, and employees to address employee relations issues, terms and conditions, organisational change and redeployment, job evaluations, employee data, reporting and analysis, finalising settlement agreements including liaison with Solicitors, TU reps and employees.
- The role will support the administration of various processes requiring knowledge of the relevant policies and processes- including meeting administration, note taking, attendance at investigatory meeting and hearings, correspondence, payroll changes, collating bundles for hearings, follow up actions.
- Produce regular data and insight reports for People Relationship Partners and managers.
- This will include during organisation change projects from planning through to implementation of the new structure. They will provide data and information to inform change programmes, Equality Impact Assessments, ER/VR applications etc.
- The role will be responsible for managing the organisation's redeployment process and acting as the link between recruiting managers and staff in the redeployment pool and manage the relationship with our outplacement support provider.
- Support on designing, developing and implementing our people management policies and procedures and good practice guidelines ensuring they are robust, relevant and reflect a relational and restorative approach.
- As part of the People Operations Service you will be expected to have a good understanding of payroll processes and support colleagues
- You will support managers and employees around less complex case work and queries in a relational and restorative way, supported by a People Relationship Partner where appropriate.
- Support and develop the apprentice within the team helping to build their understanding, confidence and skills.

## **About you – you will have:**

A good working understanding of employment legislation and trends, as well as a good understanding of Camden's terms and conditions (or the ability to quickly develop this);

A good working knowledge of payroll systems supported by achieving the APT qualification (support will be given for this)

Able to focus on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development;

A collaborative approach demonstrating mutual trust and support, within the council and with partners;  
Excellent organisational and administrative skills  
Good communication and influencing skills;  
Good analytical and reporting skills – able to work well with data and HR systems  
Attention to detail  
Ability to balance competing priorities and deliver quality work  
Evidence of having planned work over short to medium term to include contributing to project deliverables.  
Ability to build and maintain effective working relationships at all levels across the organisation in order to influence and get things done.

**Work Environment:**

The role can be done on a hybrid basis – working from either a Camden administrative base or home, though the expectation that staff spend on average two days week in Camden.

**People Management Responsibilities:**

This post has no formal people management responsibilities. However, it may be asked to manage projects, including temporarily assigned project team members  
From time to time, the role may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

**Relationships;**

The post-holder will work closely with People Relationship Partners and other colleagues across People and Inclusion  
Relationships will need to be built with key clients, e.g. Directors, Heads of Service, Managers/Supervisors, Members and staff. Also Partners, Head teachers, Bursars and Governors.  
Relationships are also key with other support services, e.g. Legal, Finance, ICT, Procurement, Strategy  
Trade Unions and representatives from our self-organised staff network groups

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).