

## **Job Profile Information: People Partner Level 4 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.

### **Role Purpose:**

The role will support the people relationship issues of a portfolio or group of services providing expert HR advice and support. It will work in partnership with their service areas to develop and maintain positive employee relationships increasing engagement and creating a positive

organisation culture. The role will support services to develop and maintain impactful service delivery focused on positive outcomes for our residents. The role will have specific services to support but will be expected to work flexibly to support other areas/priorities as required.

**Example outcomes or objectives that this role will deliver:**

- Ensure expert consistent advice and decision making in employment practice including employment legislation. This will include the management and support of complex cases, including Employment Tribunals, large scale/complex organisational change, organisational development, workforce planning and resourcing, pay and reward, job evaluations, learning and development.
- Ensure employment practices adopt inclusive, relational and restorative approaches.
- Provide expert advice and guidance, as well as hands on involvement when required on individual cases, settling disputes and generally de-risking issues associated with people management.
- Ensure service areas have people data and insight, research and best practice information to support evidence-based decision making.
- Support the management and strengthening of the council's relationship with its recognised Trade Unions, staff networks and other partners and stakeholders.
- Support the design and delivery of service-based people projects and People and Inclusion projects – depending upon the scope of the work this may include working in multi-disciplinary teams across People and Inclusion and/or the wider organisation.
- Support and coach managers in people management practices including training and workshops.
- 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.
- Attending meetings on behalf of the People Relationship Lead as required and being a point of contact in their absence.

**People Management Responsibilities:**

- No line management responsibility.
- From time to time, the role may be required to coach and mentor other HR colleagues including temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

**Relationships:**

- 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 and statutory bodies.
- Working closely with People and Inclusion colleagues to support excellent service delivery across all areas including with learning and development federated services.
- Relationships with other support services, e.g. Legal, Finance, ICT, Procurement, Strategy.
- Trade Unions and representatives from our self-organised staff network groups.

**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.

**Technical Knowledge and Experience:**

- Detailed knowledge of employment legislation and trends.
- Understanding and commitment to inclusive relational and restorative practices.
- Detailed knowledge (typically gained through a recognised professional qualification e.g. CIPD) of professional HR practice and procedure
- Collaborative approach demonstrating mutual trust and support, within the council and with partners.
- Strong communication and influencing skills.
- Ability to analyse problems, identify root cause and develop a range of solutions, which will add value.
- Able to focus on internal and external customers, being innovative and creative, open to ideas and challenge and committed to individual learning and development.
- 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.