



HR Business Partner - Keyworth, Nottingham

The British Geological Survey, part of the Natural Environment Research Council, is the UK's premier geoscience strategic mapping and research organisation. An exciting opportunity has arisen for a motivated, well-organised individual to work within the Survey, providing a comprehensive service to circa 750 staff on a number of sites. The Survey is commencing a period of organisational change and in addition the HR and Finance function will be transferring its transactional processes to a shared service centre and moving to a business partner model. We are looking for an individual who will understand how to support the organisational changes whilst helping develop and implement the new model. Supporting the Head of Human Resources you will be responsible for delivering a complete consultancy role to the business within your specialism.

HR Business Partner

The Survey is currently developing a revised People Plan to meet the 5 year strategic business plan and you will work with the Head of HR and the Resources Directorate to identify, develop and implement the plan. You will provide strategic HR guidance and advice to managers at all levels as well as the staff, coaching and mentoring as required. With your experience of change management you will work with the Head of HR to ensure that any changes to policies and procedures are implemented effectively. You will lead all casework that requires expert knowledge i.e. investigations, performance, capability, disciplinary, grievance, working closely with the Skills Leaders and Line Managers. Working collaboratively with the rest of the NERC HR teams you will work on cross centre projects.

You should be CIPD qualified with previous experience in a broad management role and have relevant experience demonstrating management ability and success within a HR environment, backed by evidence of significant appropriate specialist knowledge.

Interviews will be held on Friday 30 April 2010.

Salary and Conditions:

Starting salary will be £30,710 per annum rising to £37,120 per annum after four years service. Working hours will be 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare allowance, 30 days annual leave plus 10.5 days public and privilege holidays.



**British
Geological Survey**
NATURAL ENVIRONMENT RESEARCH COUNCIL

Applied geoscience for our
changing Earth

[Download an application form](#) or contact HR (Recruitment), British Geological Survey, Keyworth, Nottingham, NG12 5GG. (Tel: 0115 936 3209). Further details can also be obtained by accessing our web page at www.bgs.ac.uk. Applications must be returned by 26 March 2010. Please quote reference number: SEO/BOS/KW/10/02, when applying for an application form.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an Investors in People organisation. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

NATURAL ENVIRONMENT RESEARCH COUNCIL



HR Business Partner

Grade Band 5

Responsible to Head of Human Resources

Responsible for: HR Co-ordinators (2) and an Assistant Co-ordinator.

Main Functions of the Job

1. To work with the Resources Directorate to ensure that BGS meets its 5 year strategy.
2. To be responsible for the delivery of specialist HR advice and support for BGS/NERC management; this will include developing systems and models to meet the practices of the new Shared Services Centre (SSC).
3. To work collaboratively with the rest of the NERC HR team to ensure a consistent and holistic approach to the delivery of the NERC HR function
4. To provide partnership with the NERC organisation, shaping and developing HR strategy to help achieve NERC's Next Generation Science for Planet Earth

Main Tasks:

1. You will act as deputy to the Head of HR. You will have direct line management for the HR Coordinators and Assistant Co-ordinator.
2. The Survey is currently developing a revised People Plan to meet the 5 year strategic business plan and you will work with the Head of HR and the Resources Directorate to identify, develop and implement the plan.
3. You will provide strategic HR guidance and advice to managers at all levels as well as the staff, providing coaching and mentoring as required..
4. You will provide advice and guidance to the Skill Leaders in all areas of workforce planning and resourcing.
5. You will lead all casework that requires expert knowledge i.e. investigations, performance capability disciplinary, grievance, working closely with the Skills Leaders and Line Managers.
6. With your experience of change management you will work with the Head of HR to ensure that any changes to policies and procedures are implemented effectively.



7. In partnership with the Shared Services Centre (SSC) you will ensure that the transactional service provided meets the SLA and raise any issues with the SSC team.
8. You will lead the selection process for a number of recruitment exercises, chairing interviews as required.
9. You will oversee diversity initiatives for BGS, providing guidance to other HR teams in NERC
10. You will work with the IT team to design a new HR internal web presence
11. You will work with the HR Coordinator to develop management information required by the business

Links with groups, customers etc

1. You will work as part of a wider NERC HR team and be expected to lead or participate in training events and cross team working as appropriate
2. You will regularly visit all BGS sites as necessary



Person Specification – HR Business Partner		
Criteria	Essential	Desirable
Qualifications/ Knowledge:	<ul style="list-style-type: none">• Qualified graduate CIPD. Evidence of continuous professional development.• A generalist knowledge of key employment law provisions	
Work Related Experience:	<ul style="list-style-type: none">• Experience in a HR generalist role at a senior level advising Senior Management• A high level of selection experience and ability to influence other selection board members to conduct selection appropriately and to achieve long term organisational need.• Experience of planning and progressing work activities within general, professional guidelines or organisational policy, using initiative and independent judgement.• Understanding of management information and methods of assessing this and presenting it appropriately to local management.	<ul style="list-style-type: none">• Previous experience of working in a public sector organisation and/or multi site environment• Experience of working in a unionised environment



Skills/Abilities & Special Attributes:		
Planning & Organising	<ul style="list-style-type: none">• Expected to show independence and initiative and to plan and organise individual/team activity to deliver within the objectives of a long term strategic HR framework• Must be able to organise and prioritise workload of team in order to meet deadlines	<ul style="list-style-type: none">• Experience of setting up new procedures and processes within a multi site environment.
Analysis & Problem Solving	<ul style="list-style-type: none">• Innovative thinking to combine new ideas and thinking in HR and work with senior managers to produce a local People Strategy.• Balancing the requirements of law and policy with organisational culture and needs to provide pragmatic but appropriate solutions in line with NERC policy.	
Communication Skills	<ul style="list-style-type: none">• Excellent communication skills both verbal and written• Experience of presenting to a large audience and training of small groups• Ability to build trust and understanding with managers so that they share issues early on and seek advice.	
Leadership/ Management Skills	<ul style="list-style-type: none">• Experience of developing, mentoring and coaching of staff to ensure that they operate efficiently and effectively.• Ability to identify additional service requirements or service short-falls and co-ordinate and/or design, the delivery of an innovative solution.	<ul style="list-style-type: none">• Experience of change management



	<ul style="list-style-type: none">• Strong team working skills to work effectively with the full range of employees from all professional groups including senior management.• Able to accept change positively and explain to others and staff managed the reasons for change in a positive way.	
Other Skills	<ul style="list-style-type: none">• Demonstrate ability to maintain and use knowledge of best practice in developing initiatives for organisational performance i.e. designing staff questionnaires, absence management.• Evidence of professional networking, both internal and external	<ul style="list-style-type: none">• Experience of working in a shared service centre/business partner model