



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Resources
Post Title	HR Business Partner - Projects
Post Number	
Accountable to	Head of HR
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	April 2026

Job Description - Principal purpose of job (role summary)

As HR Business Partner - Projects you will support the Head of HR in the delivery of strategic HR initiatives across the council by leading organisational change projects, delivering in-house manager training, and providing support that facilitates the delivery of strategic priorities.

This role ensures that HR projects, processes, and interventions are implemented effectively, consistently, and in compliance with employment legislation, while contributing to improved workforce performance, engagement, and wellbeing.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and Responsibilities

HR Projects and Organisational Development

- Lead HR projects aimed at improving HR processes, workforce practices and the implementation of new engagement and L&D programmes.
- Support workforce transformation initiatives, including restructuring, TUPE transfers, and service redesign projects.
- Provide project management expertise to ensure HR initiatives are delivered on time, within scope, and aligned with council priorities.

- Act as a key liaison between HR, managers, and stakeholders to support smooth implementation of change initiatives.
- Ensure compliance with employment law and council policies throughout organisational change projects.
- Monitor project progress and evaluate outcomes to ensure intended benefits are achieved.
- Contribute to wider organisational initiatives relating to workforce development, wellbeing, inclusion, and engagement.

Management Development and Training

- Work in partnership with the Learning and Organisational Development Partner to design and deliver core people management training programmes for line managers.
- Develop practical tools, guidance, and workshops to support managers in effective employee relations, performance management, and absence management.
- Work collaboratively with the Learning & Organisational Development Partner to embed continuous learning across the organisation.
- Evaluate training effectiveness and identify opportunities to strengthen management capability across the organisation.

HR Strategy & Data Analysis

- Analyse HR metrics (e.g., absence, performance, turnover) to provide insights and recommendations for management decision making.
- Support the HR Business Partners in strategic workforce planning and monitoring key workforce KPIs.
- Contribute to the development of HR dashboards and reports to track the effectiveness of HR interventions.

Partnership Working

- Work collaboratively with the wider HR team.
- Build effective working relationships with managers, employees, and trade union representatives.
- Support organisational consultation processes relating to HR policies or workforce initiatives.

Equality, Diversity and Inclusion

- Ensure equality, diversity and inclusion considerations are integrated into HR policies, processes, and management training.
- Promote fair and consistent application of HR procedures.
- Support organisational initiatives aimed at promoting inclusive working practices.

General Responsibilities

- Maintain confidentiality and ensure compliance with data protection legislation.
- Keep up to date with developments in employment legislation and HR best practice.
- Contribute to continuous improvement within the HR function.
- Undertake other duties appropriate to the level and responsibilities of the role.

Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities

Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.	
Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity
Adaptable	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	Desirable
Qualifications	Degree-level education or equivalent professional HR qualification (CIPD Level 5 or above) or equivalent experience.	- CIPD Level 7 qualification - Relevant qualification in learning and development, organisational development or project management.
Knowledge	- Solid knowledge of HR principles, employee relations, change management, and workforce planning. - Sound understanding of employment law, TUPE, and HR policies. - Familiarity with digital tools for workforce management, including HR Information Systems (HRIS) and data analytics. - Experience of delivering manager training and capability development.	- In-depth knowledge of strategic HR practices, with a focus on large-scale organisational change and transformation. - Expertise in public sector HR, including familiarity with HR frameworks and regulatory environments in local government.
Experience	- Experience working in a strategic HR role, with a focus on supporting change management and workforce planning. - Demonstrated experience in coaching and developing managers to build high-performing teams. - Strong experience in project management, organisational change, or HR transformation. - Successful delivery of HR projects or organisational development initiatives. - Experience of contributing to HR	- Experience working in a public sector or unionised environment. - Proven success in implementing HR strategies that drive cultural change, talent management, and workforce resilience. - Demonstrated experience in using data analytics to forecast workforce needs, improve workforce planning, and drive HR

	policy development or review. • Development and delivery of practical tools, guidance, and workshops for managers. • Experience of working with managers to support effective people management practices.	strategy.
Communication	• Strong verbal and written communication skills, with the ability to communicate complex HR concepts and changes effectively. • Ability to provide clear, concise communication to senior leadership and external stakeholders. Strong communication and presentation skills.	
Relationship Building	• Proven ability to build strong working relationships with internal and external stakeholders, including senior leadership. • Experience in facilitating collaboration and problem solving across multiple departments. • Ability to support services to build their capacity and use self-service to tackle practical workforce issues.	
Analytical	• Ability to see the big picture and connect issues across different services and organisations. • Ability to analyse workforce data to identify trends and support data-driven decision-making. • Strong skills in using HR metrics to inform strategic planning and workforce development.	• Advanced analytical skills in HR data management, with experience in predictive analytics for workforce planning. • Ability to use complex HR analytics to drive organisational change and improve

		workforce performance.
Planning/ Organising	• Demonstrated ability to manage multiple projects or change initiatives, balancing long-term strategic goals with day-to-day operations. • Ability to negotiate and manage competing priorities within changing needs. • Experience in supporting workforce planning and employee lifecycle management, including recruitment, development, and retention strategies.	• Proven ability to lead agile project management initiatives in HR, ensuring projects meet strategic objectives and deadlines.
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	