

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

HR BUSINESS PARTNER

ERN06677

EXTERNAL

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Advertisement

Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Business Operations & Partnerships
JOB TITLE:	HR Business Partner
JOB STATUS:	Part Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	14
HOURLY RATE:	£33.79 - £34.83
PRO RATA ANNUAL SALARY:	The full-time equivalent salary for this post is £61,663.37 – £63,561.27. The pro rata salary for this part-time role (3 days per week) is £37,878 – £39,044.
HOURS PER WEEK:	21.5
WORK PATTERN:	3 days per week (Weds, Thurs, Friday) 7.10 hours per day
LOCATION:	Eastwood HQ, other locations in East Renfrewshire Council area as required.

Are you an experienced HR professional who thrives on building trusted relationships, influencing leaders, and making a real difference?

We're looking for a proactive and commercially minded HR Business Partner to join our team in a part-time job share role at an exciting time. You'll partner with three departments, working closely with senior leaders to provide strategic, pragmatic people advice that helps deliver excellent services for our communities.



This is a fantastic opportunity to shape the role from the outset. A new Director will be joining one of the service areas, giving you the chance to establish a strong, trusted partnership and influence the people agenda from day one.

As part of a job share, you'll work closely with your HR Business Partner colleague, ensuring a seamless, high-quality service through effective communication, collaboration and shared ownership of priorities.

We're looking for someone who:

- Holds Chartered Membership of the Chartered Institute of Personnel and Development (MCIPD/Chartered MCIPD or Chartered FCIPD) – this is an essential requirement.
- Builds credibility and trusted relationships with senior managers.
- Influences, coaches and challenges constructively, helping leaders make confident, well-informed decisions.
- Balances strategic thinking with practical, solution-focused HR support.
- Navigates complex people issues with confidence, sound judgement and a collaborative approach.
- Works in partnership, adapting their style to achieve positive outcomes rather than relying on process alone.
- Enjoys collaborating with colleagues and values the shared responsibility that comes with a successful job share arrangement.

In return, you'll benefit from:

- A competitive salary.
- Flexible working through flexi-time arrangements.
- Membership of the excellent Local Government Pension Scheme.
- A supportive HR team and the opportunity to make a visible impact while enjoying the flexibility and work-life balance of a part-time job share.

If you're an experienced, Chartered HR professional who enjoys partnering with leaders, influencing through strong relationships and delivering practical, strategic HR solutions, we'd love to hear from you.

This post operates on a job share basis, with both postholders working three days per week. The working pattern is fixed to Wednesday, Thursday and Friday, with a crossover day on Wednesday to support collaboration and continuity across the role. Please note due to the senior level of this role, chartered membership of the CIPD is an essential requirement. Applicants without full chartered membership will not be shortlisted.



Please note that, we are unable to consider applications from candidates who have previously applied for this post.

If you would like an informal discussion about the post, please contact Kath McCormack, HR Manager, at kath.mccormack@eastrenfrewshire.gov.uk (no agencies please).

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 08 November 2026.

Shortleat date: Tuesday 10 November 2026

Interview date: Wednesday 18 November 2026



Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who



has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: Business Operations & Partnerships

Division/Section:	Human Resources
Job Title:	HR Business Partner
Responsible to:	HR Manager
Grade:	14
Date Revised:	August 2026

Principal Functions:

- To act as a strategic HR Business Partner to assigned departments, driving organisational performance through the effective design, development and delivery of people strategies aligned to corporate priorities.
- To enable services to achieve sustainable, high-quality front-line delivery through workforce planning, organisational change, and the proactive management of people-related risk.

Main duties

- To act as a trusted strategic partner to senior managers, translating business priorities into people strategies and delivering solutions that improve service performance.
- To lead and influence organisational change and transformation activity, ensuring people impacts are proactively identified, managed and aligned to corporate priorities.
- To provide expert, risk-based advice on complex employment matters, supporting early intervention and consistent decision-making to minimise organisational risk.
- Responsible for managing a small team of Senior HR Officers, including managing team performance and providing feedback. Managing sickness absence in line with policy and support team wellbeing. Holding regular one-



to-one meetings to guide and address concerns. Support learning and development of team members.

- To ensure compliance with employment legislation and emerging statutory duties, embedding preventative approaches within practice and guidance.
- To champion equality, diversity, inclusion and belonging, supporting services to create safe, respectful and inclusive working environments.
- To lead workforce planning activity, using data and insight to anticipate future workforce needs and inform resourcing, talent and development strategies.
- To coach and constructively challenge managers to apply HR policies consistently and drive high standards of people management and accountability.
- To analyse and interpret workforce data and trends to identify risks, inform decision-making and drive improved people and service outcomes.
- To lead continuous improvement in HR processes and service delivery, ensuring efficient, user-focused and value-driven approaches.
- To provide strategic oversight of workforce-related financial costs, supporting budget planning and ensuring value for money in people-related decisions.
- Any other duties appropriate with the role.



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Ambition



Kindness



Trust

PERSON SPECIFICATION

POST OF: HR BUSINESS PARTNER GRADE: 14	SERVICE: HUMAN RESOURCES DEPARTMENT: BUSINESS OPERATIONS & PARTNERSHIPS	
	ESSENTIAL	DESIRABLE
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	- Chartered membership of the CIPD - Evidence of continuing professional development	
RELEVANT WORK/ OTHER EXPERIENCE	- Experience of leading and delivering organisational transformation and workforce change. - Experience of using workforce data and insight to influence decision-making. - Experience of managing organisational risk, including employee matters, compliance and reputational risk. - Experience of building trusted and collaborative relationships with senior managers, using insight, professional judgement and influencing skills to guide decision-making rather than directing outcomes.	
SKILLS AND ABILITIES	- Commercially aware, with the ability to evaluate the financial impact of workforce initiatives and contribute to sustainable, value-driven decision-making. - Ability to lead and deliver organisational change initiatives, managing competing	

	priorities and working at pace to achieve outcomes. • Highly organised, with the ability to analyse complex information and provide clear, pragmatic and risk-based advice. • Strong influencing and relationship-building skills, with the ability to work in partnership with senior stakeholders to shape thinking and support effective decision-making. • Confident in constructively challenging existing practice, using insight and professional judgement to drive continuous improvement and innovation. • Highly effective communicator and facilitator, able to engage, influence and build credibility across a wide range of stakeholders.	
PEOPLE MANAGEMENT		• Previous experience of managing a team
LEADERSHIP COMPETENCIES	• Leads with Purpose: Leaders demonstrate integrity and align the work they are responsible for with our organisational goals, culture and values. They behave with professionalism, following up on commitments and using their expertise to maximise positive outcomes. • Grows Self and Others: Leaders live by our values to empower others, support growth, and celebrate contributions, building a stronger organisation for the future. They develop talent, build confidence, and foster a culture of continuous learning and innovation for themselves and others. • Nurtures Partnerships: Leaders build meaningful relationships based on trust	

	and respectful communication. They lead with a 'One Council, One Team' mindset to achieve shared goals across teams, services and our community.	
ADDITIONAL JOB REQUIREMENTS		



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