

## HOME GROUP JOB DESCRIPTION

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title:</b> Policy Business Partner	<b>Date:</b> August 2017
	<b>Reports to:</b> Policy Manager	<b>Ref:</b> HOMEJD084

<b>2</b>	<b>JOB PURPOSE</b> To develop policy and supporting resources to meet business requirements. Develop reports to highlight to policy owners where further change to business processes and systems may be required following policy development and review. Develop and manage relationships with appropriate external organisations to bring best practice into Home Group.
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<b>3</b>	<b>DIMENSIONS</b> National role, some travel required.
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<b>4</b>	<b>ORGANISATION CHART</b>  <pre> graph TD     A[Head of Service Improvement] --- B[Policy Manager]     B --- C[Policy Business Partner x 4]           </pre>
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<b>5</b>	<b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b>  <b>Knowledge and Experience required:</b> <ul style="list-style-type: none"> <li>Proven track record of developing organisation wide policies with the aim of streamlining and increasing ease of access for colleagues</li> <li>An understanding of legislation, regulation and government policy</li> </ul>
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	<p>issues relevant to an organisation such as Home Group</p> <ul style="list-style-type: none"> <li>• Experience of driving regulatory and legislative compliance through policy</li> <li>• Proven track record of developing and maintaining collaborative working relationships with relevant internal and external stakeholders</li> </ul> <p><b>Qualifications required:</b></p> <ul style="list-style-type: none"> <li>• Qualified to degree level or equivalent operational experience</li> <li>• Evidence of continuing professional development</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal reasoning skills</li> <li>• Proven ability to work under pressure and to short deadlines</li> <li>• Effective and confident interpersonal skills, with the ability to engage with a range of audiences within and external to the business including senior managers, customer and academics on integrating research into policy</li> <li>• Good influencing skills and ability to work collaboratively</li> <li>• Ability to demonstrate initiative and flexibility</li> <li>• Excellent problem solving skills and ability to identify pragmatic solutions which fit with organisational culture and business requirements</li> <li>• Experience of reflecting diversity within policy</li> <li>• Ability to analyse and summarise complex information and data from a variety of sources</li> <li>• Attention to detail and ability to work on a variety of tasks simultaneously</li> <li>• Ability to be self-sufficient in regards to admin, strong IT skills</li> </ul>
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<b>6</b>	<p><b>KEY RESULT AREAS</b></p> <ul style="list-style-type: none"> <li>• Identify required policy change following internal or external directive and work in partnership with policy owners to adapt policy and ensure compliance</li> <li>• Using the agreed approach to policy development in Home Group, support policy owners to develop and review policy</li> <li>• Work with policy owners to prepare the business for policy change and develop effective communication to support successful roll out of policy</li> <li>• Ensure that effective consultation contributes to a robust policy by involving relevant internal subject matter experts, operational colleagues, customers, and external specialists in development and review of policy</li> <li>• Develop supporting resources to enhance colleague understanding and compliance with policy</li> </ul>
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<b>7</b>	<p><b>COMMUNICATIONS AND WORKING RELATIONSHIPS</b></p> <p>Your main contacts will include</p> <p>Internal:</p> <p>Senior and business managers within operations and support services</p> <p>Customer Involvement; Legal Services; Learning and Development;</p>
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	<p>Service Improvement teams Operational colleagues</p> <p>External: Subject matter experts including academics External organisations and best practice networks Statutory or special interest groups</p>
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<b>8</b>	<p><b>SCOPE FOR IMPACT</b></p> <p>This role will develop and review Group wide operational policy achieving value for money, supporting regulatory compliance, and enabling high performance across Home Group.</p>
<b>9</b>	<p><b>CORPORATE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for the health, safety and welfare of yourself and, through your actions and/or omissions, your colleagues</li> <li>• Actively follow the group Quality Policy, procedures and systems</li> <li>• To undertake all training activity designed to support you in your role</li> <li>• Promote Equality and Diversity as an integral aspect of working at Home and lead by example</li> <li>• To undertake any further duties as requested by your line manager, appropriate to the level of your post</li> </ul>

<b>10</b>	<p><b>JOB DESCRIPTION AGREEMENT</b></p> <p><b>Job Holder's signature</b> <b>Date</b></p> <p><b>Manager's signature</b> <b>Date</b></p>
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