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| **Job Title:** | HR Business Partner |
| **Reports To:** | People Director |

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| **Job Summary:** | Reporting directly to the People Director as HR Business Partner, you will work as an integral part of the HR team, providing a comprehensive HR service to the business. Liaising closely with the Senior Leadership Team, management, and colleagues in recruitment and L&D, this role is crucial in supporting the delivery of the people-oriented objectives to the business.  |

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| **Role Responsibilities:** |
| * Advising and supporting Managers across multiple departments on all Employee Relations issues, including performance management; sickness & absence; disciplinary & grievance procedures.
* Ensuring the grievance and disciplinary procedures are adhered to by all team members.
* Developing, monitoring, updating, and advising team members and managers on HR policies and procedures, ensuring they are adhered to and effectively communicated across the organisation.
* Being an active and influential player, enabling the effective diagnosis of people issues and developing effective people management solutions.
* Equipping managers with the knowledge, skills, and confidence to manage people issues with confidence and independence.
* Monitoring Health and Wellbeing and leading on a caseload with our external Occupational Health partner to support colleagues with effective return to work strategies.
* Collating and interpreting key performance indicators for the business relating to employee data, making recommendations, identifying trends and reporting on findings.
* Supporting key HR projects ensuring that they are delivered to the business to time, cost and quality standards, including policy review.
* Promoting a positive working environment through great relationship building and engagement in effective management of policy and procedure.
* Collaborating with the wider People Team to ensure delivery of processes and procedures where appropriate.
* Contributing to project work, system development and business improvement on a regular basis
* Keeping up to date with latest developments in HR industry and employment legislation.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Demonstrable HR experience with in-depth knowledge and experience of case work, change management and the handling of employee relation issues | E | CV/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Up to date knowledge of employment law | E | CV/Interview |
| Experience of working with senior management in a business partner model. | E | CV/Interview |
| Strong ability to manage records and produce reports providing key data across the business.  | E | CV/Interview |
| Experience of working within a regulated environment | D | CV/Interview |
| Extensive knowledge of policies and procedures related to an HR Function | E | CV/Interview |
| Good coaching & mentoring skills | E | CV/Interview |
| Open communication style, with ability to communicate at all levels in an organisation. | E | CV/Interview |
| CIPD qualified | E | CV/Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |