

PEOPLE BUSINESS PARTNER

Job Title: People Business Partner

Responsible to: Head of Human Resources & Organisational Development

Base: Head Office, Stoke-on-Trent

Purpose of the job:

As our People Business Partner you will be working closely with the Head of Human Resources & Organisational Development to provide overarching support to the organisation; providing proactive advice and guidance to the whole organisation, being the main point of contact for internal stakeholders.

Desired outcomes:

- Being a clear and consistent contact point for all operational People related matters
- Supporting managers through the provision of best practice and upto date employment advice
- Helping develop and embed effective supportive business focussed People practices across the organisation
- Supporting the Head of Human Resources & Organisational Development and deputising where appropriate

Key duties and responsibilities:

1. Providing pragmatic, expert business focussed advice on a broad range of employee relations issues including:
 - Disciplinary and grievances including undertaking investigations
 - Absence management and employee health and wellbeing
 - Recruitment, selection and induction
 - Performance and capability management
 - Appraisals / PDRs
2. Advising managers on all aspects of employment legislation relating to the employee lifecycle.
3. Acting as the first point of contact with colleagues providing proactive advice and guidance on People policies and processes to line managers and to colleagues.
4. Advising colleagues and supporting line managers on the management of all aspects statutory leave, maternity, adoption, paternity and parental leave procedures ensuring that associated payroll processes are completed.
5. Advising colleagues and managing the process for flexible working requests in line with policy and procedure.
6. Developing a business partner and HR consultancy style approach with managers to increase management capability across the organisation.
7. Supporting with the delivery of training for managers around a broad range of people management activities to increase management capability at all levels.

8. Supporting managers through the attendance management process including liaising with occupational health and assisting with employee health and wellbeing and attendance management meetings.
9. Supporting managers through the performance management process.
10. Supporting with the development of People related KPIs and workforce metrics, analysing key trends, as part of the provision of management information aiding decision making across the organisation.
11. Supporting the implementation of the new in-house HR and OD information system including training for colleagues and managers.
12. Assisting managers in the design and development job descriptions and person specifications and carrying out job evaluation in line with the Imbucon process.
13. Leading and advising on job placement training schemes in line with jobcentre plus, JET and other work programme agencies including inhouse employment/ work programmes.
14. Assisting the development of the volunteer, student placements and apprenticeship programme scheme
15. Ensuring value for money in respect of employment / recruitment agencies.
16. Advising managers on recruitment and selection strategies and supporting the development of the HR team in carrying out effective and inclusive recruitment practices.
17. Providing line managers with HR support during recruitment selection and interview processes.
18. Acting as a counter signatory for the DBS process.
19. Supporting the delivery of key HR and OD projects, including TUPE, organisational development, succession planning, workforce planning and change management.
20. Ensuring a visible People team presence at Brighter Futures schemes and services based in other localities, buildings and/or remote offices/sites.
21. Carrying out exit interviews with colleagues prior to their departure date and ensuring appropriate follow up is undertaken as required.
22. Maintaining and updating HR records, reporting HR triggers to managers and giving managers and colleagues advice on implementing Brighter Futures policies and producing HR reports on sickness absences, starters and leavers.
23. Supporting the Head of Human Resources & Organisational Development in up-dating in-house processes and procedures, ensuring compliance with employment law and researching best practice.
24. Developing and maintaining effective working relationships with other organisations including our Employment Law Advice provider (Citation), Occupational Health, employee Counselling Support Service and other partner agencies.

25. Undertake any other duties that may be reasonably requested by the Head of Human Resources & Organisational Development. This job description will be reviewed from time to time.

General

- To monitor Brighter Futures compliance with its policies and procedures taking effective remedial action where necessary including reviewing / writing policies and procedures relevant to service areas
- Take responsibility for own training and personal development needs
- Undertake any other reasonable duties and training that may be requested by the Head of Human resources & Organisational Development.

Behaviour & Competences

- Behaviour embodies Brighter Futures values and is within the Code of Conduct
- Demonstrate the competencies and behaviours set out in the Competency Framework.
- Work to Brighter Futures aims, values, policies and procedures and ensure that others do so.
- To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.

Hours of Work

37 hours per week (Monday to Friday mainly 9am-5pm) – flexible hours are a requirement of the post as we may at times require you to work weekends and/or evenings & provide some on-call support.

Salary & Benefits:

Salary per annum c£30,000.

27 days annual leave plus 8 additional days

Group Personal Pension Plan, including life assurance and group income protection

Health Care Cash Plan

Occupational Sick Pay

Staff Counselling Service

Person Specification – People Business Partner

We want the postholder to demonstrate the following competences to a high level and use them in their work. We will be looking for evidence of the following key competences during the selection process.

<ul style="list-style-type: none"> ▪ Communication & Clarification ▪ Creativity, Innovation & Adaptability ▪ Commitment & Customer Focus ▪ Relationship & Team Working 	<ul style="list-style-type: none"> ▪ Respect, Integrity & Open-mindedness ▪ Accountability, Self-Reflection & Development ▪ Engaging with and Supporting Change
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Please use the job application form to demonstrate your capabilities in relation to each of the criteria listed in Sections 1, 2 & 3 below (addressing each point in order). Use the answers to show how your competences have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

	Essential / Desirable	How Assessed? (A=Application Form / B= Interview / C=Test)
1. Qualifications, Experience and Track Record		
CIPD Level 5 with current membership of CIPD	E	A
Mentoring or coaching qualification	D	A
Educated to GCSE level or equivalent including English at Grade 'C' or above	E	A
Previous experience of working in a busy Human Resources advisory role	E	A + B
2. Special knowledge & requirements		
Up to date knowledge of employment law issues and evidence of CPD	E	A + B
Strong knowledge and understanding of HR systems and services and the contribution they can make		A + B
Experience of HR system implementation	D	A + B
Effective communication skills, verbal and written including report writing		A + B
Experience of utilising a coaching style to support the development of People managers	E	A + B
Must have good organisational and planning skills	E	A + B
Excellent interpersonal skills with the ability to negotiate and influence others	E	A + B
Skilled in managing workloads whilst balancing conflicting priorities and tight deadlines	E	A + B
High degree of accuracy in work undertaken and strong attention to detail	E	A + B
Must be able to support others and work as part of a team	E	A
Knowledge of windows-based software, including Word, Excel, powerpoint, Outlook, e-mail and the internet.	E	A + B
3. Additional job requirements		

Ability to establish appropriate networks and communicate effectively with external agencies	E	A
Ability to remain calm under pressure and difficult situations	E	A
Must be self-motivated, driven and determined with a positive can-do approach	E	A + B
Able to work flexibly to deliver operational requirements which will include agile / mobile working across various geographical locations	E	A
Understanding of equality, diversity and inclusion	E	A + B + C
The ability to maintain confidentiality	E	A
Must be able to drive and have own transport	E	A + B