


Job Title	
Job Title	People Business Partner
Job Level	TBC
Location	Chilcomb
Workstream	Central
Function	People
Line Manager	Head of People
People Leadership	People Adviser
Role Purpose	
Lead implementation of the People strategy in specific business units. Manage the provision of HR operations within specific business units to ensure a positive and values aligned “people experience” for staff and volunteers.	
Responsibilities	
<ul style="list-style-type: none"> ● Partner key stakeholders to ensure operational delivery of values aligned people processes across the full employee and volunteer life-cycle to include but not restricted to: <ul style="list-style-type: none"> ○ Resource planning, recruitment, selection & onboarding ○ Employee relations ○ Learning and development ○ Employee engagement and wellbeing ○ Performance Cycle ○ Reward and recognition ○ Talent and Succession ● Coach and develop line managers to grow their leadership skills, core competency and confidence to perform at high levels and with independence. ● Lead key People projects throughout HCT and act as subject matter expert on specific areas within the team. ● Lead, motivate and develop direct reports to deliver to the best of their abilities and with focus on the priorities of the People strategy. ● Oversee accurate and timely HR data via the HR System and deliver reporting, analysis and actionable insight to aid improvement and decision making. ● Oversee the monthly payroll reporting process with authority for People Team sign-off. ● Manage the recruitment and selection of key manager level employees, advising hiring managers and candidates throughout. ● Work in association with the Head of People to continuously improve policies, procedure and process. ● Support any other duties as required. 	
Experience, Skills and Qualifications:	
<u>Essential:</u>	
<ul style="list-style-type: none"> ● Level 5 CIPD or equivalent qualification combined with experience of applying in practice. ● Knowledge of employment law and practical application in the workplace. ● Demonstrable experience of employee relations case management and conflict resolution ● Experience of supporting and advising high quality Recruitment and Selection processes ● Experience of successfully managing payroll and HR reporting. ● Experience of delivering learning and development and employee engagement initiatives. 	
<u>Desirable:</u>	
<ul style="list-style-type: none"> ● ● Level 7 CIPD or equivalent subject related qualification 	

- Knowledge and practical application of TUPE Regulations
- Experience of delivering through others

<p>Relating and Networking</p> <ul style="list-style-type: none"> • Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels • Manages conflict • Uses humour appropriately to enhance relationships with others 	<p>Analysing</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems Demonstrates an understanding of how one issue may be a part of a much larger system
<p>Persuading & Influencing</p> <ul style="list-style-type: none"> • Makes a strong personal impression on others. • Gains clear agreement and commitment from others by persuading, convincing and negotiating. • Promotes ideas on behalf of self or others • Makes effective use of political processes to influence and persuade others. 	<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals.
<p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates an understanding of different organisational departments and functions 	<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents

Values

 <p>CONFIDENCE</p> <p>We have the courage to aim high and think differently</p>	 <p>CREATIVITY</p> <p>We are imaginative, resourceful and flexible in what we do and how we do it</p>	 <p>EXCELLENCE</p> <p>We aspire to the highest standards in everything we do</p>
 <p>RESPONSIBILITY</p> <p>We are all responsible for the success of the trust, as individuals and together</p>	 <p>TEAMWORK</p> <p>Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements</p>	 <p>RESPECT</p> <p>We are considerate, respectful and understand each other's similarities and differences</p>

Created by:	Anne Horn	Date:	December 2021
HR Review by		Date:	