

<b>Job title</b>	HR Business Partner	<b>Job family</b>	People Team/Operations
<b>Reporting to</b>	Managing Director with a dotted line to Head of HR Operations	<b>Job code</b>	
<b>Location</b>	Remote	<b>Evaluation Date</b>	July 2023

### Job Purpose

The HR Business Partner will report to the regions Managing Director (MD) with a strong dotted line to the Head of HR Operations creating a true partnership with the Regional Senior Management Team. This is a key role within the Division and Region and forms part of the SMT.

The post holder is responsible for creating the regions HR plan and implementing the HR strategy for the region with particular focus on retention, colleague engagement, culture, wellbeing, people development and performance management. The post holder will either manage a Regional HR Advisor, or be supported by a HR Advisor on specific projects or challenges, as and when required.

### Responsibilities

- Partner with MD to support the Regions growth, performance and future objectives.
- Support the MD and the senior management team across the region to develop a strategic people agenda which aligns with and supports the broader operational agenda
- Lead on projects to drive colleague engagement and retention across the region and division such as the Your Say Forum, Colleague Engagement surveys and other initiatives
- Key member of the Regional SMT, act as a supporter, trusted advisor and challenger
- Analyse data and use to inform and drive local site, regional and divisional initiatives in recruitment, processes, retention and engagement
- Deliver evidence-based solutions that meet the evolving needs of the region.
- Partner with SMT on talent mapping and succession planning to ensure future appointments to key job roles.
- Build close relationships with key internal stakeholders including the Central People Teams
- Provide guidance to Regional HR Advisor and SMTs on complex employee relations cases/ET and liaise with the Legal team as appropriate
- Involvement in all senior management recruitment and appointments
- Attendance and contribution at monthly regional business reviews, monthly Senior Management Team meetings and other meetings as determined by the MD/CPO/Head of HR Operations
- Ad hoc project work to support organisational priorities
- Provide advice, guidance and specialist input on change management initiatives including organisational restructures, mergers and acquisitions, TUPE transfers, and contract and tender bids
- Support the effective induction, coaching, training and development of site leaders
- Input into the development of relevant Group policies and procedures
- Support the HR Head of Operations to drive and deliver Organisational People initiatives.

### Knowledge / Education / Skills

- Ideally CIPD qualified to either level 5 or 7
- General knowledge of employment laws and practices
- Strong commercial understanding and focus
- Strong organisational skills, ability to prioritise and multi-task
- Ability to handle ambiguity and influence and negotiate

- Strives under pressure
- Forward thinking, proactive and creative
- Excellent interpersonal and coaching skills
- Excellent computer skills in a Microsoft Windows environment and used to working with and analysing data
- Passionate about making a difference to everyone we support

### Experience

- Proven experience of working in a Business Partner role and experience of operating in a matrix / shared services model
- Experience of working in a multi-site organisation and providing advice remotely
- Able to think in a strategic manner, think longer term and is comfortable with change and transition
- Experience of assessing risk
- Ability to influence and promote a strategic HR agenda
- Experience of working in a commercially driven organisation and ability to prioritise workload to add the most value
- Passionate about continuous improvement with a demonstrated track record in organisation change

### Communication

Excellent communication skills with the ability to flex style depending on audience and messaging. Used to building relationships remotely. Communicate with senior management across a range of often confidential matters. Ability to communicate with the whole or part of the region across a range of subjects and matters

### Responsibility

#### Leadership

Lead the HR agenda within region and deliver alongside the senior management team

#### Budgets & Equipment

No budget responsibility but awareness and consideration of budgets

#### Information

Shared responsibility for the confidentiality, security and accuracy of employee records, data and information.

### Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

### Working Environment

Remote working environment across a region with travel both within the region and to other Group locations and specifically Leicester and Hammersmith as required, including overnight stays away from home. Expect to be travelling around 2-3 days a week with management of own diary.

<b>Upholding the Company Behaviours</b>	
This provides some guidance on the types of conduct to support the Company Behaviours	
<b>Behaviour</b>	<b>Evidence</b>
Putting People First	<ul style="list-style-type: none"> <li>• Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families</li> <li>• Actively seeks to develop the potential of every service user and staff member</li> </ul>
Being Supportive	<ul style="list-style-type: none"> <li>• Celebrates success and supports colleagues through difficult times</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>