

HR Business Partner Job Description



Role Details			
Job Title	HR Business Partner	Business Unit	People Team
Location	Renshaw Place, Eurocentral	Responsible To	Head of HR
Salary	£40K DOE	Accountable To	People Director

Primary Job Purpose

Reporting to the Head of HR to work in partnership with Regional Managers and operational managers to deliver HR solutions to designated operational services within a constantly changing environment. To provide professional advice and support to line manager colleagues which contributes towards the advancement of our strategic goals, on all matters relating to employment.

To ensure that line managers receive high quality HR advice on matters relating to individuals' employment, promoting early and informal resolution of staffing issues whilst carefully balancing the risk of potential exposure to legal challenge with the need to achieve effective business outcomes.

Through management of complex cases, support and guide managers through various employee relations issues including attendance management, discipline and grievance.

Main Duties and Accountabilities:

1. Working as a partner to the business ensuring the effective communication of HR policy and procedures to ensure the effective resolution of HR issues in line with policy, procedure and guidelines.
2. Working collaboratively with operational line managers and L&D business partners to identify opportunities where HR can add value by understanding business needs and key drivers
3. Actively participate in HR projects in areas of absence, resourcing, reward, discipline, grievance, performance management, employee engagement, employee development and other people related projects
4. Ensuring good employment practices are followed that are fair and reasonable, that promote the organisation's commitment to equality and diversity and meet the statutory and legal requirements.
5. Conducting exit interviews with exiting employees, ensuring clear records are kept and recognising when to highlight issues to managers.
6. Demonstrating value in creating HR initiatives within the HR team sharing skills/knowledge and experience with colleagues and managers
7. Raising the profile of the HR function through the effective communication of the

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- services that the team provides.
8. Working collaboratively with the Learning and Development business partners to optimise employee potential
 9. Assisting in the development of key metrics for the HR team
 10. To embed a performance management culture as a means of driving business improvement by ensuring clear objectives, feedback and the improvement of customer service through behaviours aligned with the organisation's values.
 11. To help build management responsibility and capability for managing employee relations (where appropriate) issues and improve the effectiveness of consultation.
 12. To support managers and staff in the management of change including changes to terms and conditions of employment and conditions of employment, and business transfers.
 13. To help ensure that HR processes are consistent, fit for purpose, meet legal requirements and business needs.
 14. To identify opportunities to enhance employee satisfaction and make recommendations for implementation
 15. To provide technical input and project management of the HR aspects of organisational change and restructuring projects, including those required under TUPE, and those required to make practice improvements and to achieve efficiency savings,
 16. To contribute to the development of new policies and procedures, ensuring that operational HR issues are fully considered; ensure that new HR policies are implemented effectively and consistently.
 17. To devise and deliver training courses and information sessions.
 18. To undertake any other roles and accountabilities this would be lawful, reasonable and appropriate to the role.
 19. To supervise and have oversight of a member/members of People Team Admin as required in relation to their activities to support the objectives of the Department

General Responsibilities:

- To be responsible for maintaining your own health and safety whilst at work and for the health and safety of colleagues, people who use services and for alerting the officers responsible to any hazards or potential risks to health and safety.
- To ensure compliance with the Data Protection Act and to ensure that an appropriate level of confidentiality is maintained around issues this may be personally or commercially sensitive.
- To be responsible for the establishment and maintenance of positive working relationships both with external agencies and internal departments and with individual colleagues with whom interaction is required.
- To represent the HR function at all times in a manner which befits the establishment and maintenance of a professional and effective Team, raising expectations of the function as a whole and meeting those expectations.
- To operate in a style which is consistent with our vision and values

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- To promote equality and diversity at all times and across all work activities.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Minimum CIPD Level 5 • Associate membership of CIPD • A willingness to undertake relevant training or further education pertaining to the role. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Highly credible and skilled business partner, able to combine a hands-on operational ability with a consultative approach • Highly developed influencing skills and a persuasive manner • Have a flexible approach to work and an ability to priorities • Be a real team player who demonstrates positive team behaviours • Have excellent interpersonal skills and relationship building skills • Employment Law knowledge and expertise dealing with employee relations issues 	<ul style="list-style-type: none"> • Awareness and understanding of our activities and objectives as a leading provider of personalised services to people with learning disabilities and other support needs • An understanding of the Scottish Government's Personalisation agenda and the implications of Self Directed Support • A working knowledge of Dayforce

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Skills/Abilities	<ul style="list-style-type: none"> • Ability to research and analyse information and problems, draw conclusions and make recommendations to line managers • Ability to coach, and train managers and HR professionals in areas of HR and employment law • Ability to build relationships and trust • Computer literate including the ability to use databases including Excel • Ability to produce high quality accurate work • Excellent interpersonal skills in dealing with people issues • Driving license and own transport 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Have a good level of • generalist experience and good working knowledge of UK employment law • Ability to champion change and best practice across all aspects of HR • Proven track record of delivering difficult business challenges by applying good HR practices 	<ul style="list-style-type: none"> • Experience of working within a business partner HR model • Experience of working in the Third Sector in an organisation providing social care services

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