

People Business Partner

Team - People Team	Team responsibility - 0 FTE
Manager – Assistant Director of People	Budget responsibility - £0
Directorate – People, Digital & Communications	Job grade - 5
Location – Northallerton	

Role Purpose:

This role is a strategic people lead for dedicated business areas, translating organisational strategy into clear, practical and measurable people outcomes.

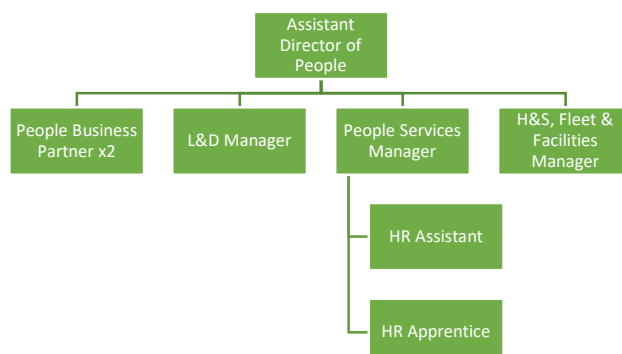
Reporting into the Assistant Director of People and working in close partnership with the People Services Manager and L&D Manager, People Business Partners drive organisational performance by bringing the Broadacres people strategy to life, ensuring that strategic priorities are effectively translated into people practice that is meaningful and has a measurable impact across the organisation.

People Business Partners will lead the delivery of key people workstreams for their business areas, including performance, culture, workforce planning, employee relations and change, ensuring alignment with organisational strategy, policy and best practice frameworks.

People Business Partners will lead and contribute to strategic people projects and organisational change initiatives, including the implementation of people systems, organisational development programmes, and the embedding of equality, diversity and inclusion priorities, ensuring successful delivery, stakeholder engagement and sustainable change

Using data and insight to inform decision-making and deliver tangible improvements in performance, capability and colleague experience whilst ensuring consistency, quality and full compliance with employment legislation across the entire employee lifecycle.

Organisational Structure



Main responsibilities

Strategic Business Partnering

- Act as a trusted advisor to managers and leaders, translating business priorities into people plans
- Provide insight, challenge and support on organisational design, performance and leadership capability
- Ensure alignment between local activity and the broader People Strategy
- Build strong, credible relationships across leadership teams
- Lead local workforce and succession planning aligned to organisational direction
- Use people data, KPIs and trends to identify risks, opportunities and actions
- Translate data into clear recommendations for leaders
- Contribute to organisational reporting and insight led by the Assistant Director of People
- Embed organisational values, behaviours and performance expectations locally
- Support leaders to drive high performance and address underperformance
- Coach managers to have effective performance, development and wellbeing conversations
- Reinforce a culture of accountability, inclusion and continuous improvement
- Lead or contribute to organisational and people projects, ensuring successful delivery, stakeholder engagement and achievement of intended outcomes.

What does success look like?

Leaders & Managers view the People Business Partner as a trusted, credible partner who brings insight, challenge and solutions. People priorities are clearly aligned to organisational strategy and consistently delivered across the business. Decisions are informed by robust, data-driven insight. Workforce plans are in place and actively updated and managed, risks are proactively managed and leaders have clarity on capability and capacity needs for their teams. There is a clear and consistent performance culture, with strong leadership ownership. Colleagues understand expectations and performance is actively managed and improved.

Delivery of People Workstreams

Workstream projects

- Lead and support the delivery of strategic people initiatives such as HR system implementations, organisational development programmes, workforce transformation projects and EDI action plans.
- Ensure projects are effectively planned, communicated, embedded and evaluated to deliver sustainable business benefits.

Recruitment & Retention

- Partner with managers to identify role requirements to deliver organisational objectives, improve role attraction and reduce turnover
- Work in partnership with the People Services Team to ensure effective recruitment delivery which ensure a positive and inclusive candidate and onboarding experience

Learning & Development

- Support the implementation of learning and development initiatives
- Work with managers and L&D Manager to identify capability gaps and development needs

Reward & Recognition

- Ensure consistent application of reward frameworks and job evaluation processes
- Advise managers on pay, progression and recognition approaches

Equality, Diversity & Inclusion

- Embed inclusive practices across all people activities
- Support leaders to create inclusive team environment

What does success look like?

People frameworks are consistently applied and embedded, with visible improvements in attraction, retention, capability and inclusion outcomes.

Employee Relations & Change

- Lead and own complex employee relations cases, with administrative support provided by People Services
- Provide expert advice and leadership on complex employee relations matters
- Supports the delivery of organisational change (e.g. restructures, consultations, TUPE)
- Coach managers to manage people issues effectively and confidently
- Ensure fair, consistent and legally compliant decision-making
- Apply organisational policies, procedures and employment law consistently
- Support the implementation of new or updated people policies
- Identify and mitigate people-related risks within the business
- Ensure compliance with GDPR and organisational governance

What does success look like?

Employee relations issues are managed proactively, consistently and with minimal risk, with confident and capable managers leading people processes effectively. There is strong compliance and risk awareness, with consistent application of policy and high confidence in decision-making across teams.

Monitoring, Evaluation & Continuous Improvement

- Works closely with the People Services Manager to ensure operational processes support business needs and continuous improvement
- Monitor local performance against key people KPIs
- Provide insight and feedback to shape ongoing development of people practices
- Identify opportunities for improvement and innovation
- Lead and contribute to People Team projects and organisational improvement initiatives, applying project management disciplines to ensure successful implementation and measurable outcomes.

What does success look like?

Continuous improvement is embedded, with clear links between insight, action and improved outcomes across the people agenda.

Collaboration & Team Contribution

- Work collaboratively across the People Team to deliver a joined-up service
- Contribute to cross-functional projects and organisational initiatives
- Share learning, insight and best practice across the organisation
- Proactively engage with teams across the organisation, promoting collaboration, sharing expertise, and contributing to a culture of collective ownership and success.

What does success look like?

The People Team operates as a cohesive, high-performing function, with strong collaboration and shared accountability for outcomes.

General

- To comply with Broadacres policies, procedures and code of conduct.
- To ensure all work undertaken and services provided are in compliance with the data protection legislation.
- Comply at all times with all organisational policies and relevant legislation including Data Protection, Equality & Diversity, Health & Safety and Financial regulations.
- To carry out any other duties consistent with the level of responsibilities of the post as may from time to time be required.
- Embrace BHA's sustainability ambitions to support Broadacres to be an environmentally friendly organisation
- Promote and demonstrate commitment to equality, inclusion and diversity ensuring BHA develops and promotes positive practices in all its customer activities.
- Embrace and promote the corporate plan, mission, vision, values and conduct of the association.
- Keep up to date on latest legislation relevant to role, such as relating to employment law

What does success look like?

An effective colleague. The role holder fully embraces the corporate strategy and values, regularly communicates Broadacres' performance and progress with teams, ensures that operational processes and practices are complied with and inspires colleagues to deliver great customer experience.

People Business Partner

Person Specification

Job Requirements	Essential	Desirable	Method of Identifying Criteria
Experience	Significant Experience operating as an HR/People Partner in a complex organisation Demonstrable Experience supporting leaders and managers, delivering people strategy in practice Demonstrable Experience of organisational change and employee relations	Demonstrable Experience working in unionised or regulated environments (desirable)	Application form Interview (may include presentation or occupational test where appropriate)
Skills -	Communicates clearly in writing and verbally, listens actively and adapts tone to the immediate audience. Builds positive relationships and manages own emotions constructively. Uses digital tools confidently, protects information and supports customers and colleagues to access digital services. Diagnoses complex operational problems, considers multiple perspectives and makes evidence-based decisions with appropriate escalation. Plans own workload, manages competing tasks and meets agreed deadlines in a fast-paced environment.		Application form Interview (may include presentation or occupational test where appropriate)

	Clarifies needs and expectations, handles disagreement constructively and negotiates workable team and service outcomes.		
Knowledge -	Strong knowledge of employment law and HR best practice Understanding of organisational development and change Awareness of people analytics and workforce planning approaches		Application form Interview (may include presentation or occupational test where appropriate)
Special Requirements	• Willing and able to work outside normal office hours. • Current driving licence		Application form Interview (may include presentation or occupational test where appropriate)
Qualifications	• CIH Level 5	CIH Level 7	Application form