

Job Description

Job Title:	HR Business Partner
Reporting to:	Strategic People & Culture Partner
Directorate:	People Services
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	January 2025
Job Level:	16

Job Purpose

- To provide high quality strategic and operational support to leaders and managers.
- To act as a change agent, supporting leaders and managers to initiate, manage and deliver change.
- To support the implementation and delivery of the People Strategy and Equality, Diversity and Inclusion Strategy.
- To work closely with leaders and managers to build their people capability, plan and manage talent and develop approaches that achieve corporate strategies and objectives.
- To design and deliver people management training and provide ongoing coaching for leaders and managers.
- To work collaboratively with other team members, along with internal and external stakeholders, in order to drive forward successful organisational performance and transformation.
- To support the development and implementation of a wide range of HR processes, activities, and projects.

Key Strategic Responsibilities

- You will develop a meaningful and insightful understanding of Eastlight's corporate strategies, services to its customers, its people and financial environment, underpinned by its values and support Eastlight to achieve its goals by providing strong, coherent HR business partnering.
- Through exceptional working relationship with all leaders and managers across the organisation, you will assist your designated business area to generate workable solutions, through analytical review and by considering consequences and risks.
- Working collaboratively, you will approach the business with a proactive and forward-looking perspective, presenting key points of an argument persuasively, to influence other people's views and decisions.
- You will develop, through training and coaching, the people skills of Eastlight's leaders and managers, with due regard to regulations, the organisation's equality, diversity and inclusion strategy and its values.
- Applying the highest level of operational HR practice, you will establish credibility and inspire confidence as a provider of sound judgement, business acumen and pragmatic solutions.

Key Functional Responsibilities

- To provide a proactive, responsive and effective HR business partnering service by developing substantial knowledge of your designated business area, including understanding of service budgets, operational strategies and external threats.
- To have a working knowledge of other service areas of the business in order to provide cover for HR Business Partner colleagues during periods of absence or where workloads dictate.
- To develop and support workforce planning to identify and minimise potential issues, utilising appropriate interventions to meet and plan for wider strategic and operational requirements; together with supporting the implementation of effective succession plans.
- To promote equality of opportunity, diversity and inclusiveness, to ensure that the delivery of people management, policies and systems are fair, transparent and consistent, with due regard for employment legislation.
- To train and coach leaders and managers to improve their people skills and role model the organisations culture, values and behaviours.
- To provide advice, support and coach managers with complex employee relations casework, ensuring managers are familiar with people policies and procedures; whilst identifying opportunities and mitigating risks.
- To provide accurate and legally robust advice and guidance to investigation managers in support of any investigative process.
- To co-ordinate the collation of evidence for hearings and prepare necessary documentation and bundles for employment tribunal.
- To provide support at hearings, appeals and consultations as necessary.
- To liaise with HR colleagues to develop a case management system in order to provide consistent employee relations support and outcomes across the organisation and to report to leaders and managers on areas of concern.
- To support achievement of key performance indicators (KPI's) and ensure these are shared and understood by leaders and managers.
- To produce high quality reports, appropriate to the audience and subject matter, as required.
- To work collaboratively with colleagues across the wider people team to continually improve and innovate, ensuring that people policies, processes and HR systems are fit for purpose and legally compliant.
- To keep up to date in respect of employment law and HR best practice and apply as appropriate in the role.
- To continue your own professional development

Person Specification

Education and qualifications	- Chartered MCIPD or an equivalent level of experience - GCSE grade 4- 9 in English and Mathematics or equivalent.
Experience	- Proven HR Business Partner experience, both strategic and operational. Proven experience of: - Successfully leading business change / transformation programmes, including transfers under TUPE regulations - Business partnering. - Supporting managers with complex employee relation case work up to and including experience of employment tribunal - Developing and delivering people skills training for leaders and managers - Coaching leaders and managers. - Supporting leaders and managers with organisational design, taking in to account budgets, external factors and job design - Job evaluation and reward packages - Consultation on matters relating to employee relation case work or business reviews - Talent management and succession planning - Delivering projects to time, cost and quality.
Knowledge and Skills	Up to date knowledge of: - UK employment law and its application - Equality, diversity and inclusion and practical application in the workplace - HR best practice - Legal aspects of business change , including TUPE regulations - Job evaluation, salary benchmarking and rewards systems - Risk, security, data protection and health and safety at work and the ability to promote these on a day to day basis to embed good practice in to all work streams. Demonstrable skills: - Exceptional communicator - Exceptional problem solving ability - Able to develop and maintain strong working relationships across all levels - Able to successfully consult, mediate and negotiate - Able to successfully influence using appropriate communication methods, supported by data/evidence - Able to produce high quality, cohesive reports and presentations - Able to compile and analyse data and identify trends

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| | <ul style="list-style-type: none">• Able to maintain confidentiality and act with pragmatism, discretion and diplomacy, whilst assessing and managing risk• Able to demonstrate and exercise strong emotional intelligence and quickly assess rapidly changing situations• Highly organised, with excellent planning skills and an ability to meet tight deadlines• Excellent attention to detail, with an ability to work to a high level of accuracy• A highly motivated self-starter, able to work autonomously with minimum supervision• Calm under pressure with an ability to work in a dynamic environment, dealing with conflicting priorities• 'Can do' attitude that inspires confidence and builds trust• Good business and financial acumen• Competent in the use of Microsoft Office suite• Ability to travel to various locations as necessary to fulfil the role. |
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