

HR Business Partner

Service: HR

Responsible To: Head of HR

Salary: Points 30-33

Job Purpose

To work in partnership with Foundation Leaders and Line Managers to support the achievement of strategic aims of their services.

To provide a professional, high quality HR service to the Foundation's service areas on a full range of HR matters, ensuring legislation, policy and best practice are followed.

Main Duties

General

Partner with service leaders and build collaborative relationships with key stakeholders across the Foundation. Ensure an understanding of service strategies, business needs and challenges in order to work together to develop appropriate workforce plans and identify solutions to people issues. Ensure the correct identification of exposure of risk on HR related matters to protect the Foundation's interests.

Facilitate the development of people management skills in line managers and supervisors coaching, mentoring and supporting the interpretation of terms and conditions and HR policies and procedures to assist with developing solutions to people related issues.

Use relevant people data to inform to key decision making, providing narrative to interpret regular KPI reporting and providing data key insights to inform future planning and decision making.

Employee Relations

Provide expert guidance on employee relations issues to Service Leaders and Managers ensuring the effective and timely management of complex ER matters, such as disciplinaries, grievance, absence management, and performance management cases. Advise and challenge as appropriate to ensure that approaches are compliant with employment law and employment best practice, as well as consistent with PHF values.

Develop and maintain good relationships with key stakeholders - employees, employee networks and Trade Union representatives, assisting where appropriate with issues/problems raised.

Partner with investigation officers and hearing managers to ensure internal investigations are fully compliant with employment legislation and relevant safeguarding standards. Ensure Foundation policies are applied consistently and in accordance with the relevant ACAS codes of practice.

To lead on the proactive management of sickness and absenteeism across the Foundation, engaging professional medical advice and appropriate support services e.g. counselling and physio.

Change Management

Partner with Service Leaders and Managers in managing organisational change projects ensuring the smooth development and implementation of change plans including restructure, TUPE, redundancy. Coach and advise managers to ensure service design is fair and consistent and supports the service and organisational objectives.

Learning & Development

Work together with L&D partners and Service Leads to ensure induction arrangements for new employees, staff and managers, are effective and staff are welcomed and given the tools to be successful in their roles.

Liaise with L&D partners, Service Leads, and line managers to identify learning and development requirements which meet service requirements

Lead on the design and delivery of HR Management Development training as identified.

Line Management

Manage the Assistant HR Business Partners and HR Assistants for the service area. Model PHF values and behaviours to develop a high performing HR team and inclusive team culture where all members are given the opportunity to achieve their potential. Provide mentorship and professional development. Ensure high standards, quality advice and exceptional customer service.

Oversee payroll and pay award processes to ensure accurate and timely processing of starters, leavers and contractual variations.

Oversee the records management processes and ensure all HR records are stored, managed and retained in line with data protection requirements.

Employee Engagement

Work with the Engagement & Inclusion Manager to support the effective implementation of employee engagement initiatives, to develop a supportive and inclusive organisational culture. Encourage the embedding of EDI and Wellbeing in service plans and operational practices.

Support the Foundation's commitment to equity, diversity and inclusion in the workplace by ensuring this agenda is embedded within staffing policies, processes, practices and decision making.

Recruitment

Partner with Service Leads and Finance Business Partner to understand workforce requirements and identify gaps in resource requirements.

Provide advice to managers on Job design salary benchmarking, contracts of employment, associated terms and conditions, pay and reward structures ensuring they have all relevant information to make informed decisions to meet service area business and employee resource plans

Work together with Recruitment Business Partner to provide advice and support to managers and team leaders to enable them to carry out the recruitment of employees, apprentices, and temporary workers from vacancy identification through to appointment in accordance with the Foundation's Safer Recruitment & Selection Policy.

Liaise with the HR Assistants and Service Administration Teams in the production of employee contracts of employment and the administration of pre-employment checks including medical questionnaires, DBS checks, references.

Co-ordinate the end-to-end recruitment process for Leadership roles where necessary.

Policies, Procedures & Processes

Support the Head of HR with development and review of policies, documentation, guidance, toolkits and handbooks in the light of best practice and employment law. Where required, consult with Trade Unions, managers and staff.

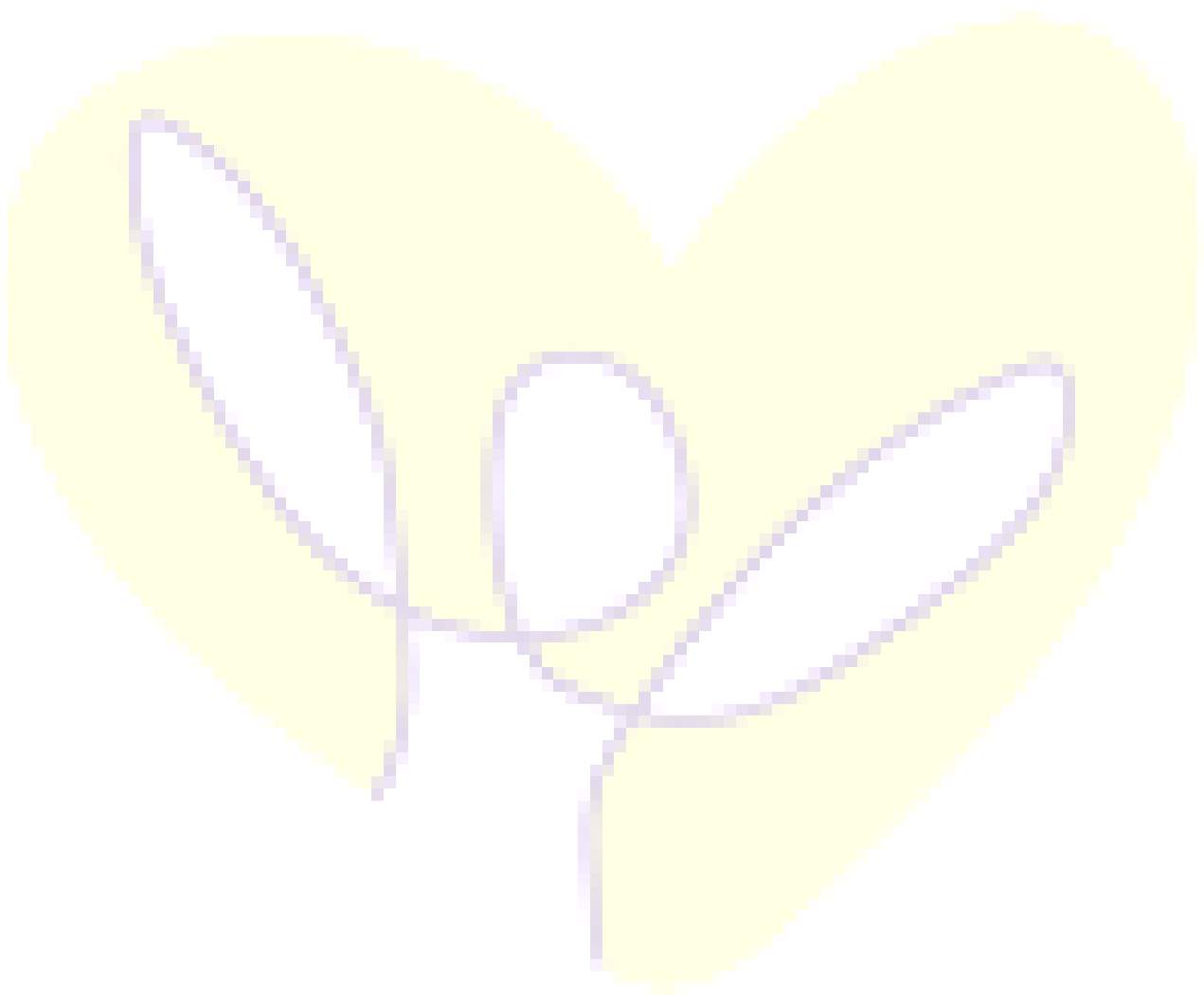
Ensure managers understand and consistently apply the appropriate HR policies and procedures as required.

Undertake project work as required to ensure continuous improvement in current HR working practices

Other responsibilities

To represent the Foundation on external groups and work in partnership with other organisations where it is in PHF's interest to do so.

To undertake Continuous Professional Development (CPD) and maintain professional membership in the specialist / professional area in order to remain abreast of developments, local and national issues, case law and relevant legislation.



Person Specification

Qualifications, Experience and Expertise

Chartered membership of the CIPD

Relevant L5 Qualification or above

Strong, up to date working knowledge and understanding of current UK employment legislation and HR best practice with extensive experience of resolving complex employee relations issues inc. disciplinaries, grievance, absence management, and performance management cases.

Experience of establishing positive, effective working relationships with key stakeholders, using expert knowledge and credibility to challenge and influence others.

Experience of Line managing a small team.

Experience of developing high-performance HR teams, through effective coaching and mentoring

Proven experience of planning and implementing successful HR projects

Proven experience of providing expert guidance on effective change management, such as restructures and TUPE exercises.

Evidence of continuous professional development to keep up to date with legislative changes and employment best practice

Ability to deal with difficult situations and communicate complex and sensitive information

Excellent verbal and written communication skills, including the ability to present information in a professional and credible manner

Experience developing and analysing people metrics to inform organizational decision making

Ability to work both autonomously and as part of the team

Computer literacy (HR database systems, internet, email, spreadsheet and word processing)

Knowledge and understanding of the issues affecting education and care sectors and charities

Experience of providing HR services in a relevant setting e.g. schools, colleges, care homes, charity

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.



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