



HR Business Partner

Department:	Enterprise Services
Report to:	Head of People
Job Family:	TBC
Career Family / Job Capsule:	TBC
Key dimensions:	(£Budget, Team headcount FTE, any other relevant P&L metrics as they become available)
Purpose of the role:	
<p>Work in partnership with senior leaders in an agreed client group to support the delivery of strategy and plans within their areas, ensuring that we develop the capability of our people and that the people impact of any changes are planned for well in advance and are managed effectively.</p> <p>Responsibility for ensuring the effective delivery of the People Strategy in to the business by providing professional coaching, guidance and support to business leaders to embed initiatives and people processes.</p> <p>As a senior member of the HR management team, support the Head of HR in the design of the HR functional plans and in the delivery of an excellent HR offering to the business.</p>	

Key accountabilities:

- Delivery of HR projects and plans, working collaboratively with stakeholders and contributing to Board level decisions by completing elements of research, providing information, analysis and recommending solutions.
- Drive the people processes (performance, development, talent, reward etc) to ensure performance and capability meet current and future requirements.
- Champion the use of best practice HR processes within the business, work with HR colleagues to ensure managers receive effective support in terms of employee relations, communication, recruitment and recognition, performance management and appraisal.
- Work in partnership with senior managers to develop people plans for change initiatives including consultations, redundancies and restructures. Involve the relevant team members to ensure a cohesive approach is adopted.
- Meet regularly with the client group to ensure business knowledge is maintained and any people issues are identified, understood and appropriate interventions proposed.
- Attend relevant team meetings on a regular basis, acting as a true business partner helping senior managers to build and develop the capability of their people and deliver on their Strategies.
- Understand client groups' strategies and business plans and ensure these are shared with HR team in an effective and timely manner, so they can provide the relevant support where required.
- Ensure compliance to all HR Governance, legislation, regulations and risk management processes.
- Use management information to identify relevant trends and issues for discussion with client group and agree appropriate actions where necessary.
- Support the delivery of cyclical reward and performance processes within the client group's business areas.
- Utilise all information available to drive improvements or identify issues and work with the line managers on actions.

Skills / Experience / Knowledge:

- Member CIPD.
- Up to date knowledge of employment legislation and relevant case law.
- Experienced HR Business Partner, who can provide leadership and management to a team of other HR professionals.
- Up to date knowledge and experience across the full range of HR activities and processes and an understanding of good HR practice.
- Commercially aware and able to balance risk and benefits when proposing solutions and providing advice.
- Able to translate complex detail in to easily understood language, both orally and in writing.
- Detailed conscious with a drive to deliver high quality output.
- Persuasive, with strong influencing skills and able to get buy in from senior managers.
- Able to build formal and informal networks across the business and to leverage these relationships to influence the People agenda.
- Ability to influence, manage and deliver projects through others.
- Awareness of GDPR regulations and principles and experience of handling confidential and sensitive data.



- Promote continuous improvement, identifying opportunities for change and improvement of HR systems and processes.
- Assist with any project work around the design of functions and managing structures.
- Coach and guide managers within the Group on policies and implementation and ensure consistency and best practice approaches.
- Develop and maintain strong relationships with key stakeholders internally and externally.

Role interactions:

- Build strong relationships across the people function and involve subject matter experts from the wider people team in the execution of people plans where required.
- Build effective and credible relationships with senior managers across the business for the benefit of the People team and the business.
- Collaborate closely with other managers in the People team to ensure a seamless approach to the planning and delivery of the function's plans.
- Support the Head of People in engaging and influencing the leadership team.

Values

Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:

- Better together
- Being your best
- Being innovative
- Champion the customer's needs
- Doing what's right

Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.



Adaptability	This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.
Performance Management	All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.
Health and Safety	Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.
Equality and Diversity	The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.
Confidentiality	The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)

Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role
- To delivery all apportioned and assigned accountabilities and responsibilities



Individual Conduct Rules	
Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

Declaration	
I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.	
Job holders full name:	
Job holders signature:	
Date:	

Version Control:

Amendment Summary	Date	Reviewer
Rebranded	13/07/2018	Reesa Berry, Resourcing Partner

