

**POST TITLE:** HR Business Partner

**RESPONSIBLE TO:** Human Resources Manager

## **JOB DESCRIPTION**

### **PURPOSE AND SUMMARY OF JOB:**

The HRBP is the go-to person for employee-related issues. This means that duties will involve managing activities such as recruitment, retention, job design, employee relations, performance management, training & development and talent management.

The job of the HRBP is important to business success. People are our most important asset and the role will support initiatives working towards a positive culture and productive workplace where everyone works to realise their personal best. Promoting corporate values is a vital aspect of a complete HRBP job description and specification.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Oversee the full remit of employee relations for the region; ensuring that grievances, disciplinary matters, protected disclosures or any other employee relations matters are dealt with, fairly, professionally and in line with statutory guidance;
- Manage talent and succession planning within the region – driving succession planning activity at a site and regional level;
- Develop HR policy and procedures to drive performance and mitigate disputes;
- Oversight of the resourcing of the region– working with sites to understand their recruitment needs, liaises with the Central Recruitment and On-Boarding teams to prioritise and focus recruitment resources;
- Reviews areas where recruitment is problematic and understands any underlying issues and helps to address them;
- Development and delivery of masterclasses / workshops on a range of HR related topics;
- Drive employee engagement – supporting with the completion of the staff survey ensuing that participation is encouraged, results are analysed and understood and action plans are developed by people managers;
- Complete HR Reviews, audits and clinics in line with schedule;
- Analyse data and use to inform and drive initiatives such as recruitment and retention activity.

- Responsible for supporting site leaders to develop and embed retention strategies.
- Apply HR and business knowledge evidencing appropriate decision making skills;
- Advise managers on the terms and conditions of employment and knowledge share best practice with them;
- Support learning and development policy;
- Provide first line advice on current and existing benefits for employees and managers;
- Drive alignment between HR strategy and business goals;
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation;
- Lead on change management processes.
- Manage an HR Operations Assistant.

### **PERSON SPECIFICATION**

To do this job effectively a person will need:-

#### **Skills**

- Proven relevant HR generalist experience of three to five years is expected.
- Exceptional organisational and communication skills is required together with proven leadership capabilities and solid knowledge of employment legislation and its application.
- HRBP's should be proactive team players with strong customer service and problem solving skills.
- Experienced in developing and supporting line managers through change to include: restructures, redundancy processes, TUPE and new site / service openings.
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- Self-motivated and able to work under own autonomy or as part of a team.

#### **Qualifications and Experience**

- CIPD level 5 or above or at least 3 years' relevant experience in a HR Regional role.
- Excellent communication skills.
- Proficient in Microsoft Office software.
- Ideally previous experience in a Healthcare setting, however not essential.

## **JOB SPECIFICATION**



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- Understanding of Safeguarding, CQC regulations with regard to employment or a willingness to learn.

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....