

JOB DESCRIPTION

Job title	HR Business Partner
Department	Human Resources
Reports to	Head of People Partnering and Talent
Grade	5
Base	Home-Based with travel to head offices and services
Hours	Full-Time

Job purpose	<p>The HR Business Partner (HRBP) works closely with internal stakeholders to develop a People Agenda that aligns to and supports the overall strategic objectives of the organisation. They will work collaboratively with their aligned leadership team in the development, execution and governance of the respective business strategy and plans. The HRBP will work closely with business leaders to enhance workforce performance, contract performance, business growth and foster and nurture strategic people enablers such as talent, leadership and culture, as well as develop people solutions to achieve the organisation's objectives.</p> <p>They will anticipate, help to design, and then shape organisational change.</p> <p>Working collaboratively with their stakeholders, they will foster strong working relationships and draw upon the functional specialists and HR Operations team to deliver the people plan to enable the business area to deliver its strategy.</p> <p>They are a trusted advisor who provides advice and coaching to business leaders on people related matters, playing an influential, business impacting role in the delivery of our corporate strategy, our people strategy and our business plans by effectively addressing the people challenges for their area of the business.</p>
Key accountabilities	<p>People and business insight</p> <ul style="list-style-type: none"> • Bring the outside in - keep up to date with external trends and networking, bringing this to life across the people team and business area • Provide advice and influence to business leaders on people / business related matters, using data and analytics to drive effective decision making and pace • Effective and timely use of data analytics to provide insight, which underpins effective decision making and interventions across the business • Work with functional specialists and teams to commission, design and deliver high impact solutions that meet the needs of the business. <p>Resourcing / Talent Management / Management Development</p> <ul style="list-style-type: none"> • Work collaboratively with the resourcing specialists to enable effective workforce forecasting, planning and mobilisation, through effective attraction strategies

	<ul style="list-style-type: none"> • Enable effective talent management through strong succession planning, understanding talent needs, risks, gaps and associated action planning • Support a performance culture through leading and coaching on effective talent reviews and performance discussions • Consult and coach senior leaders to enhance management and leadership capabilities in conjunction with functional specialists • Coach leaders to set clear expectations through effective goal setting and honest and constructive feedback. <p>Transformation and Change Leadership</p> <ul style="list-style-type: none"> • Understand and anticipate the need for change, explore the underlying issues and understand the problem statements to provide effective roadmap / solutions to enhance business performance • Support the development of the leadership teams in creating a culture of continuous curiosity and improvement • Work with the Head of Organisational Development to target key areas of the business from a design perspective and deliver associated projects • Anticipate and coach leaders on the understanding of the process of change including dependencies, risks and people impact • Organisation design and development - supporting effective decision making in a low margin business. <p>Growth / Business Development</p> <ul style="list-style-type: none"> • Play a key role in the development and delivery of the growth strategy identifying people related USPs and people challenges together with ways to resolve them • Working collaboratively with the business development teams to shape and influence growth opportunities and actively participate in bid and tender submissions • Coach Implementation teams on the effective people plans and TUPE mobilisation of new business to drive a continuous improvement mind-set. <p>Engagement / Wellbeing / Reward</p> <ul style="list-style-type: none"> • Coach leaders to make decisions that have broad positive impact on colleague engagement and retention, through listening and effective engagement planning • Through insight and data, enhance employee engagement through understanding and affecting the intrinsic factors that motivate employees and coach leaders to create positive and engaging working environments • Capitalise on our expertise and reputation as a leader in the field of health and wellbeing services by supporting our drive to optimise colleague health and wellbeing. • Support the development and roll-out of internal communications to galvanise effort around corporate priorities and drive loyalty / commitment. • Leverage competitive advantage through effective compensation policies and practices, using market data and other factors to ensure competitive
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	reward strategies are in place and targeted approaches are implemented where required.
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PERSON SPECIFICATION

Key attributes, skills & knowledge	<ul style="list-style-type: none">• Strategic mindset - Horizon scanning, planning for the future, innovating, assessing risks and opportunities within a low margin business• Making connections - embodying a person-centred approach internally and externally; leveraging and building relationships to create a difference across the organisation.• Stakeholder management - stakeholder & relationship management, along with functional collaboration and partnering to influence the delivery of the people programme• Data & insight - Getting the right data and making best use of our HR systems and data to better understand our people trends to have a positive business impact – excellent analytical skills are desirable.• Effective communication - challenging and supportive, presenting and facilitating, establishing rapport, working across all levels of Turning Point and handling challenging situations• Business, commercial & financial acumen - Understanding business drivers and priorities, recognising and challenging commercial value of our programmes and activities• Change & transformation - Winning hearts and minds through effective deployment, implementation and embedding activities• Delivering positive outcomes - translating ambiguous circumstances into clearly defined outcomes, modelling personal accountability, engaging others in identifying and committing to solutions and outcomes• Showing personal leadership - promoting confidence and decision making, using professional judgment when the decision is not clear cut, looking for opportunities to lead projects and initiatives• Innovation - produce new ways around old problems, searching for creative solutions that inspire others).• Tenacity and resilience -ability to operate in an environment characterised by flux, ambiguity and conflicting priorities, ability to respond purposefully to setbacks.
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Personal Specification:

Key to terms: E: Essential, D: Desirable.

Qualifications & Experience

Experience working at HR Business Partner level	E
Experience of working within health & social care and / or the third sector	D
CIPD qualification, or equivalent at Degree level	D
Relevant continuing professional development	E

Knowledge, Skills, Abilities

Ability to relate to managers, understanding different approaches, styles and expertise and utilise this knowledge to develop effective relationships and cooperative ways of working	E
Excellent oral and written communication skills, including report writing	E
Strong ability to coach, influence and negotiate at all levels	E
Understanding and experience of delivery organisational development and design	D
A solution focussed approach to problem solving and relationship management	E
Tact, diplomacy and emotional intelligence	E
Ability to analyse complex information, data and workforce trends to identify key concerns and develop potential solutions / plans	E
Ability to confront and manage difficult issues, resolve complex problems, manage conflict effectively and overcome resistance	E
Experience in managing complex and sensitive organisational change and employment relations issues	E
A thorough and up to date knowledge of employment law and demonstrable experience of its pragmatic application	E
Ability to use Microsoft Office applications	E
Experience of using a HR Management Information system (preferably iTrent)	D

An understanding of the challenges within the health and social care sector	D
Experience of successful partnership with Trade Unions	D
The ability to provide comprehensive senior reports, workforce / management information and support the development of business cases	E
Tenacity and resilience	E
Confidence and experience in making difficult and unpopular decisions.	E

Qualities

Excellent interpersonal and communication skills at all levels of seniority	E
Reliable and trustworthy	E
A can-do attitude	E
Confident in a variety of difficult situations and able to adapt style accordingly	E
Strong customer focus	E
Business acumen.	