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| Job Title: | People Partner | Location/Service: | People Services at Hesley Hall.  Requirement to occasionally travel to areas which the role supports and engage with other stakeholders within People Services. |
| Department: | People Partnering | Reports To: | Senior People Partner |
| Responsible For: | N/A | Budgetary Responsibility: | None |
| Level of DBS Check Required: | Basic | Expected Regulatory Responsibility: | None |
| Purpose: | | | |
| The People Partner will be a key part of the busy People Services team within the People and Culture Directorate.  The role is to develop and be responsible for the delivery of the strategic and operational people agenda. This includes but is not limited to:   * Taking responsibility for the HR aspects of new business development. * Effective use of HR analytics for workforce analysis and performance improvement. * Working with internal stakeholders on improving essential HR KPI’s. * Leading on ER matters. * Working with other People Partners to address culture change including effective partnership working. * To be responsible for collaborative working by building and maintaining visible meaningful working relationships across all divisions to help shape the strategic direction of the People function.   The post holder will have outstanding communication skills as well as being a self-starter.  This role is key to ensuring the delivery of a service to individuals that is:   * Safe, compassionate and effective * Is of high quality and that provides the best outcomes achievable for the people we support * Provides customer satisfaction. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| 1. To lead on the People aspects of operational transformation programmes, collaborating and supporting teams where required, to ensure the right workforce for the future 2. To lead on consultation processes, which may be complex and across a number of sites. 3. To provide advice and guidance to the recruitment team in line with Hesley Group recruitment policy, to support the recruitment of great people who share our values and passion for enabling the people we support. 4. To enable the proactive management of all employee relations issues including proactive investigations for any safeguarding, complaints or any other quality issues and ensuring all ER cases are handled in a timely, accurate and professional manner, using evidence to support findings and deliver improvements when required. 5. Ensuring systems and procedures are in place to track and manage ER activity. 6. To undertake the required HR modelling for all new business proposals. 7. To participate or lead in strategic project work as and when required. 8. To manage HR risk including the timely, professional and efficient handling of tribunal submissions, 9. To analyse new business proposals and write clear reports which, based on HR analytics, support or challenge proposals. 10. Promote and understand the outputs from the annual engagement survey and work with key stakeholders to develop and deliver against the engagement action plans as required. 11. Supporting colleagues ensuring the workforce are treated equally, feel included and valued, and are supported to stay well. 12. To help drive collaboration on all matters related to the employee lifecycle, including proactive management of all employee relations issues, ensuring advice is provided in line with policy and best practice. 13. To plan, deliver and review key HR initiatives and showcase outcomes and results.      1. To develop first class relationships through building trust and confidence with all key stakeholders by demonstrating outstanding technical HR expertise and knowledge. 2. To maintain the highest levels of confidentiality in all aspects of the role. 3. To adhere to Hesley Group policies, standards and guidelines including GDPR requirements at all times. 4. To undertake other duties deemed to be reasonable and appropriate to the job and to recognise that some of these duties will fall outside the normal working hours. 5. Carry out a range of duties and undertake any other duties as specified from time to time in accordance with Hesley Group business requirements. 6. It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises in order that tasks which are not specifically covered in their job description are covered.  Other To advise, as required, on professional matters within the area of competence of the post.    To maintain and develop up-to-date professional knowledge, skills and competence through training, reading and other such activities and to incorporate the same into practice.    To observe and monitor standards of practice and to deal with unacceptable practice in line with Hesley Group policies and procedures. Report to your line manager, or other appropriate person, in the event of awareness of bad practice.  To undertake such other duties and responsibilities reasonably consistent with the role as may be required from time to time by your line manager. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| |  |  | | --- | --- | | Education and Qualifications | * Educated to Degree Level or equivalent. * Accredited CIPD membership, MCIPD level (Desirable) | | Experience/Knowledge | * Experienced who has partnered with senior operational leaders. * Substantial experience of complex Employee Relations case management up to and including Employment Tribunals. * Experience of advising on pension issues relating to Local Authority or NHS transfers (Desirable). * Experience of working within a social care setting (Desirable). * Ability to lead projects, chair meetings or run workshop style events. * Considerable experience of advising and influencing managers on people issues. * Good Excel skills and experience of using HR analytics to drive decision making. * Ability to use initiative to develop creative HR solutions based on business needs. * Substantial experience of recruitment and retention. * Experience of coaching line mangers in HR practices. * Experience of delivering planned culture change initiatives. * Experience of promoting Equality, Diversity and Inclusion. * Experience of simultaneously managing multiple assignments and handling competing demands. * The ability to plan workload and to work at pace to deliver results. * The ability to network across the organisation. * The ability to champion creative and innovative solutions. * Exceptional two-way communication skills with colleagues and others at all levels and in all mediums. * Good project management skills including planning, delivery and evaluation. * Experience of delivering improvements to HR process and ways of working | | Skills Requirements | * Substantial knowledge of up-to-date UK employment law. * The ability to use a variety of software packages including Microsoft Office products and HR systems and databases. * Excellent knowledge of data protection legislation in relation to employee data. * Home based but able to travel across service areas. * To be able to work such hours as necessary to deliver the required duties of the role. * Full UK Driving Licence with access to a vehicle with business insurance. |   **This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.**  **This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the “Barred List” in respect of the Adults/Children’s (delete as needed) Workforce.** | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold or undermine each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

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| **Last Updated By:** | Head of People Partnering | **Date:** | January 2025 |