JOB DESCRIPTION
HR Business Partner (maternity cover)

HOURS:	37 hours per week
GRADE:	Family Action Grade 4 (upper)
DEPARTMENT:	Human Resources
REPORTS TO:	Head of HR
DIRECT REPORTS:	to be confirmed (but could include, HR Advisors and HR Administrator)
LOCATION:	Head Office (Angel Gate, London, EC1V). The job holder will be expected to work flexibly to meet the needs of Family Action. There will be regular travel across the country.

FUNCTION:
Under the guidance of the Head of Human Resources, and in line with the Family Action values, support the work of the HR team in providing high quality advice and support to line managers and employees across the organisation with a focus on a regional area (currently north of England and East Midlands but this is subject to change in line with service needs).

The successful HR Business Partner will be passionate about developing a career in HR and will be committed to building strong relationships and providing an effective, high quality HR service that supports the delivery of both the Organisational and Workforce Strategies.

PRINCIPLE ACCOUNTABILITIES:
Case Work

- To manage a high volume of complex employee relations cases in designated regions, and provide advice and support to line managers, preparing case documentation and ensuring procedural timescales are adhered to for all cases including discipline, grievance, performance and absence, and attendance, and ensure a consistent and fair approach to people management.

- To maintain knowledge of developments in Employment Legislation and HR best practice and understand its role in informing how the very best HR processes mitigate risk

- To assist the Head of HR in the risk assessment of large-scale TUPE information as part of the tendering processes for new services and to support the transfer and integration of services into Family Action.

- To support the Head of HR in reviewing current, and writing up new, HR policies

People Performance

- To ensure local recruitment plans attract, select and induct good quality candidates, are aligned to national recruitment strategies and comply with safer recruitment standards.

- To ensure that local plans are in place to maximise individual and team performance that improves outcomes, safeguarding and growth.

- To proactively identify and deal with poor individual and team performance.

- To support the development and use of national and local performance metrics.

- To work with regional and local managers in analysing performance metrics and developing plans for improvement.

People Development

- To work with regional managers to identify, support and develop talented individuals.

- To ensure that all managers in their designated region exhibit the right level of leadership skills, knowledge and behaviours.

- To ensure that front line staff in their designated regions are equipped with the right skills, knowledge and behaviours to provide high quality and safe services.

- To ensure the successful completion of the annual staff survey and the production of local plans to deal with issues that arise.

- To support national initiatives and develop local plans designed to increase staff engagement through increased communication and involvement.

- To support the national training programmes and ensure that local staff have access and participate.

- To represent the HR team in induction processes for new employees and managers and ensure all new employees and managers receive a high quality induction experience.

- To support regional and local managers in ensuring that all staff in the region have a high quality appraisal and have a PDP.

- To ensure all managers in the region have 360 feedback which links to the PDP.

- Supervision, casework support and line management of HR Staff.

General

- To assist the Head of HR in compiling and presenting HR management information and produce reports using the HR Information system as required.

- To participate in relevant industry forums and networks.

- To attend meetings with managers, staff, trade unions and others and participate as the HR representative on a range of boards and steering groups as required.

- To constantly review HR processes and propose improvements to the Head of HR.

- To participate in weekly HR Case Work Meetings and monthly team meetings.

- To lead by example and demonstrate Family Action's values of can-do, excellence, mutual respect, people focus, and in your work, behaviour and in your professional relationships with colleagues, partners and service users.

- To ensure you have an understanding (appropriate to your role) and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

- To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

- To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

- To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required

PERSON SPECIFICATION
HR Business Partner

1. Full member of the Chartered Institute of Personnel and Development or equivalent experience.

2. Wide experience in a generalist HR role, in a complex organisation, giving advice to managers on a wide range of issues and successfully managing projects.

3. Demonstrable ability to build effective relationships at all levels and manage these relationships to achieve organisational goals.

4. Ability to work with diplomacy and assertiveness, and maintain confidentiality at all times

5. A curiosity about developments and innovation in HR and how they might impact on Family Action, with a willingness to propose improvements.

6. Proactive with proven ability to work on own initiative and as part of a team who will help ensure that no other team member will fail at their tasks.

7. Experience of recruitment and the ability to market jobs effectively.

8. Excellent understanding of employment law and experience of developing and implementing HR policies and procedures.

9. Experience of robustly supervising HR staff, including line management, casework support and appraisal.

10. Excellent communication and negotiation skills and a persuasive, approachable manner.

11. Ability to analyse complex issues and data analytically in order to make sound objective judgements and explain them clearly to others.

12. Experience of working collaboratively with trade unions or staff representatives.

13. Ability to work flexibly and accurately in a fast moving environment and to prioritise work to meet the needs of internal customers and ever changing requirements whilst maintaining appropriate professional standards. Willing and able to travel regularly, sometimes at short notice, across the country.

14. Computer literacy including competency in the Microsoft Office suite of products.

15. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
    a. Being people focused
    b. Reflecting a 'can do' approach
    c. Striving for excellence in everything we do
    d. Having mutual respect for everyone we work with, work for and support through our services