

# HR Business Partner

## Role Profile Summary

Work independently with minimum support to provide effective and efficient delivery of high-quality HR advice, guidance and administration services to the executive and line management teams within the business and direct advice and support to employees. The role will be permanent, and could be full or part-time, depending on skills and experience.

## Role Specific Responsibilities

The role will involve a broad range of tasks in supporting the business to ensure all our activities are operated appropriately within our policy framework, including but not limited to:

- Providing oversight for all areas of HR for the business, providing general HR advice, guidance and support to managers, employees, and other internal stakeholders.
- Reviewing and amending HR policy and processes and ensure they are fit for purpose, in line with best practice and legislation.
- Ownership of the digitalisation and centralisation of systems and controls for electronic and hard copy employment files, HR policies and procedures.
- Preparing reports and analysis to assist executive management to make informed decisions regarding employee relations and workforce planning and development.
- Coaching and providing ongoing support for managers on best practice in relation to people management to ensure consistency of approach,
- Supporting the management team with all people management activity, as required, to help resolve conflict, performance or conduct issues, in line with company values.
- Co-ordinating our people support controls, completing risk assessments and act as the point of contact for all colleagues with any people related matters.
- Supporting the management team to improve the existing performance management framework. Attend performance reviews and provide support to managers and employees as required.
- Maintaining the training needs assessment for the business and support management to identify, source and deploy training solutions for employees and internal stakeholders.
- Ownership for our salary and benefits processes and work with our suppliers and partners to ensure effective delivery.
- Supporting recruitment and employee and stakeholder on-boarding activity as required.
- Developing, reviewing, and updating our People Policies in line with changes in legislation.
- Liaising with our external HR partner regularly to ensure we maintain a diligent approach to managing all people related matters.

To be successful in this role, we would expect you to demonstrate:

- Proven experience in a relevant mid to senior HR role.
- Strong knowledge of employment laws and regulations.
- Strong interpersonal and communication skills with good problem-solving, decision making and conflict resolution abilities.
- Excellent organisational skills with strong attention to detail.
- Experience of conducting or supporting HR Audits or HR Compliance Reviews.
- Achievement of or working towards Level 5 CIPD qualification.
- Abilities to manage conflicting priorities, with a high level of resilience and a commercially focussed, pragmatic approach.
- Previous experience of providing HR services within financial services or similar sectors.