



ROLE PROFILE

Job Title: HR Business Partner	Role Reports to: Head of HR	Business Function: People	Grade: E
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Job Purpose: HR Business Partner to relevant business areas and support the managers in all people related matters. Support the delivery of the business plans and provide a professional advisory service through strong up to date employment legislation and internal employment procedures. This role will also act as a mentor and escalation point for the 1 st level People Advisory Service.	Key Competencies: <ul style="list-style-type: none">• Flexibility & resilience• Meeting customer needs• Interpersonal Understanding• Results focus• Commercial focus• Gathering / Seeking Information• Problem Solving and Decision Making• Innovation• Developing others
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Key Responsibilities:

1. Drive the embedding of a performance culture within the Group, through the delivery of direct coaching and support to line managers in all capability related matters
2. Act as a partner to line managers within the business areas in supporting them to embed their people management related responsibilities, in a way which ensures the values and behaviours of Your Housing Group are maintained
3. Support the Head of HR in the delivery of the People Plan
4. As part of the wider HR team, support the Head of HR in the facilitation, as appropriate, of resource, talent and learning processes with the customer group
5. Implement action planning initiatives with managers in response to management information related data i.e absence
6. Drive the transfer of transactional HR activities to line managers, giving them the relevant coaching and training to self serve as appropriate
7. Lead on ongoing review of HR processes and policies
8. Ownership and accountability for case management of ER issues within the business areas
9. Develop and maintain partnership working relationship with recognised trade union representatives
10. Develop, coach and support Employee Relations Advisor
11. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Extensive of working in a HR environment providing day to day advice, support and application • Good strong working up to date knowledge of UK employment law and EU legislation, including TUPE. 	
Skills	<ul style="list-style-type: none"> • The ability to effectively communicate with individuals at all levels of the Group • Sound judgment in terms of recognise potential risk and cases that may require escalation to the Head of HR/HR Director • Ability to challenge constructively and good judgement on seeking support and/or escalating difficult or complex issues in a positive manner • Ability to develop a business partnering approach to the delivery of HR services • Flexibility in approach to work and the ability to perform under pressure • Ability to prioritise appropriately and deliver work on time and to a high standard 	<ul style="list-style-type: none"> • People Management skills
Experience	<ul style="list-style-type: none"> • Experience of operating across a multi-site organisation • Exposure to multifaceted and complex Employee Relations issues 	

	Essential	Desirable
	<ul style="list-style-type: none"> Experience of supporting the delivery of complex People change initiatives 	
Qualifications/Education	<ul style="list-style-type: none"> CIPD qualified 	<ul style="list-style-type: none"> MCIPD status

People Management Responsibility?	This role has line management responsibility of Employee Relations Advisor, including coaching, development and performance management.	
Budgetary Responsibility?	This post has no budgetary responsibility	
Key Relationships (internal/external)	The ability to effectively communicate with individuals at all levels i.e. leadership teams, senior stakeholders and colleagues across Your Housing Group People Team Head of HR/HR Director Employment Lawyers Unite Representatives	

Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators
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| <ol style="list-style-type: none">1. The ER Tracker is updated on a weekly basis.2. 95% of Disciplinarys and Grievances are completed within the relevant Policy timescales.3. All reactive queries are appropriately responded to within 2 working days.4. 95% of sickness absence case management is conducted in line with Policy timescales.5. All HR Policies and Procedures are updated in line with up to date employment legislation.6. People KPI's are analysed on a quarterly basis for business area and action plan developed.7. All People Management training is peer reviewed and signed off in line with L&D quality assurance process and all managers attend relevant training.8. People Change initiatives delivered in line with statutory timescales. |
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Date Role Profile Created/Updated:	December 2018
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