**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: | **HR Business Partner** |
| Responsible to: | **Head of Corporate and Commercial Services** |
| Department: | **Corporate and Commercial Services** |
| Location: | **Head Office, Wolverhampton – with travel as required.** **(Home-based during current Covid-19 period).** |
| Hours: | **37.5 hours per week, with flexibility to meet the needs of the business**  |
| Salary Range: | **£30,090 - £35,370** |

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| **JOB ROLE** |

To lead by example in upholding company policies, procedures, and values and contribute to the organisation’s aspirations to be recognised as a leading provider and an employer of choice. To build strong collaborative relationships and provide information, guidance, coaching and support to the organisation's managers.

To support management development in a range of HR matters, including employee relations, terms and conditions of employment, employment legislation, company policies and procedures, performance management, sickness and absence management and health issues, maternity and paternity leave, disciplinary, grievance and Tribunals.

**Key duties:**

* Represent the corporate and commercial department consistently and with professionalism
* Actively participate in meetings, projects and other departmental priorities
* Build constructive relationships across the business and provide regular feedback to management teams, helping create a culture of continuous improvement
* Monitor and analyse labour turnover/exit interviews/new starter questionnaires and absence statistics, identify underlying causes of any trends and issues.  Propose and implement solutions which assist managers to improve figures and exceed targets
* Provide guidance on TUPE and change management situations to senior management
* Develop/review policies, procedures and guidelines pertaining to HR matters
* Support managers to deliver challenging and difficult communications
* Deliver coaching or training in relation to HR knowledge and skills development
* Foster a business partner approach, to support and empower managers to lead their services and teams effectively and in line with our values
* Keep up to date with HR and related legal developments and ensure compliance
* Advise senior team of compliance and risk factors identified across the business
* Provide advice and guidance on employee relations cases, ensuring investigating officers are well supported, that these are well managed and meet the requirements of policy, best practice, legislation and that potential organisational risks are identified and managed
* Work in conjunction with colleagues in the wider department on staff engagement activities, to ensure that workforce feedback and ideas are captured and acted upon as appropriate
* Champion a culture of performance and celebration through recognition programmes, developed with the wider business, that reward achievement in line with Progress’ values
* Work with the Recruitment Manager to support the development of the employer brand to help Progress recruit and retain the best talent available
* Implement staff wellbeing initiatives and programmes that support the health and resilience of the workforce, in conjunction with colleagues the wider department and senior team

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| **Standard Expectations – All Roles** |

□ Comply with the Company’s Equality & Diversity Policy, Code of Conduct, Staff Handbook and all policies, procedures, and legislation. Participate in supervision, training and appraisals as required.

□ Ensure compliance with Data Protection Policies and relevant legislation. Ensure information about individuals is treated with respect and confidentiality, when receiving, delivering, storing, and retrieving information.

□ Employees must look after their own health, safety and welfare and be mindful of others, who may be affected by their acts. Report all accidents, incidents, and problems as soon as practicable to supervisor, manager, or other senior members of staff available.

* The outline responsibilities may vary from time to time without materially changing either the character or level of responsibility or grade.
* The Company works in a dynamic environment and inevitably the details of any job will change with time. In consultation with the post holder, the job description will be revised, as necessary. The appraisal process will be a mechanism for instigating discussions and subsequent amendments to this document.
* Undertake other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in our catchment areas.
* Uphold our company values -

Care – Be passionate and compassionate about people and provide best quality of care. Act with positive intent, having regard for impact of decisions and actions on individuals. Distinguish between the individual and their behaviour and manage situations accordingly.

Trust – Be relied upon to make sound decisions for service and team. Show confidence in others to deliver positive outcomes/results to the best of their ability.

Respect – Value others’ ideas and contribution, treat people as individuals and value diversity and equality.

Progress – Strive to continue improvement in all areas and respond positively to change

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| **Person Specification** |

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| **Short listing criteria** | **Essential** | **Desirable** | **How tested?****Application / Interview** |

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| **1. Qualifications** |  |  |  |
| Relevant HR Professional qualification | **x** |  | A |
| Evidence continued professional development | **x** |  | A |
| **2. Skills, knowledge, Experience** |  |  |  |
| Social Care sector Knowledge | **x** |  | AI |
| Up to date and demonstratable comprehensive knowledge of HR practice including employment law. | **x** |  | AI |
| Experience of providing high quality and relevant HR services. | **x** |  | AI |
| The experience of working in partnership with operational managers, providing timely expert HR advice. | **x** |  | AI |
| The ability to identify and deal with more challenging and complex grievances | **x** |  | AI |
| **3. Skills/Abilities** |  |  |  |
| Excellent interpersonal skills | **x** |  | AI |
| Strong organisational and prioritisation skills | **x** |  | AI |
| Effective time management skills | **x** |  | AI |
| Strong communication skills at all levels | **x** |  | AI |
| Able to coach, develop and providing training for new / experienced operational managers, building their skills and competence to manage the effectiveness and performance of their teams | **x** |  | AI |
| Able to work collaboratively as an integral member of joint working groups / senior meeting and taking the lead where necessary | **x** |  | AI |

**Standard Expectations – All Roles**

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