

About us...



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Partnering with leaders and managers to translate business priorities into practical and effective people plans. - Supporting organisational performance and capability through people initiatives, workforce planning and leadership development. - Providing expert people advice and guidance that balances colleague experience, compliance and commercial outcomes.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Senior People Business Partner
<p>Your hours:</p>	<ul style="list-style-type: none"> - 37.5 hours per week (FTE)
<p>Your relationships:</p>	<ul style="list-style-type: none"> - Senior People Business Partner: supporting delivery of people plans and operational priorities. - Head of People Operations: aligning operational people activity with wider strategy. - Operational Leaders and Support Centre teams: providing people advice and implementing initiatives. - People Centres of Expertise (ER, Reward, Talent, L&D, Systems): collaborating to deliver specialist support. - External advisors: supporting employment law compliance and complex people matters.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Experience working in a People Business Partner or HR advisory role within a multi-site or complex organisation. - Strong knowledge across core HR disciplines including employee relations, engagement, performance and organisational design. - Experience supporting organisational change and HR initiatives across operational teams. - Strong relationship-building skills with the ability to influence and support managers. - Analytical ability to interpret people data and translate insights into practical actions. - Strong communication skills, able to explain people issues clearly and gain stakeholder buy-in. - Resilience and adaptability when managing multiple priorities in fast-paced operational environments. - A coaching mindset that supports managers to develop confidence and capability in people management. - Full UK driving licence and access to a vehicle for business use.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are

Your Purpose – *I will contribute to my team and the Society's ongoing success in this role by...*

Your duties and responsibilities:

- Partnering with operational leaders and managers, providing practical and commercially focused people advice.
- Translating business priorities into effective people plans, supporting workforce planning, engagement and capability development.
- Using people data and insights, identifying trends and supporting informed decision-making.
- Building strong relationships across operations and support centre teams, ensuring consistent people support.
- Supporting leaders with organisational structure and workforce planning, aligning roles and capability to operational needs.
- Contributing to organisational design activity, including role design, spans and layers analysis and capability assessment.
- Ensuring organisational changes align with people strategy, affordability and colleague experience.
- Supporting the embedding of effective performance management practices across operational teams.
- Supporting talent identification and succession planning, helping leaders develop future capability.
- Contributing to leadership and management capability initiatives in partnership with Learning and Development teams.
- Supporting organisational change activity, helping assess people impacts and supporting implementation plans.
- Supporting leaders through periods of change, balancing business priorities with colleague engagement and wellbeing.
- Providing advice and guidance on employee relations matters, ensuring compliance with policy and best practice.
- Supporting managers with investigations, disciplinary and grievance processes, ensuring fair and consistent application.
- Supporting restructuring and consultation processes, ensuring compliance with employment law and internal frameworks.
- Coaching managers to strengthen confidence and capability in managing people issues effectively.

Together we THRIVE...



- **Trustworthy** – we do what we say we’ll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone’s contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

Your Approach – *how you will contribute to your team and the Society’s ongoing success in this role.*

I will be trustworthy by:

- Providing consistent, fair and balanced advice aligned with policy and employment law.
- Acting with integrity and confidentiality when managing sensitive people matters.
- Delivering on commitments and following through on agreed actions.
- Building credibility and trust with leaders, managers and colleagues.

I will be helpful by:

- Supporting managers with practical advice and guidance on people matters.
- Collaborating with People colleagues and Centres of Expertise to deliver solutions.
- Providing clear guidance and tools to support effective people management.
- Sharing knowledge and expertise to strengthen management capability.

I will be respectful by:

- Listening to different perspectives when supporting people decisions.
- Treating colleagues fairly and promoting dignity and inclusion at work.
- Communicating complex people matters clearly and sensitively.
- Valuing diverse teams and supporting inclusive leadership practices.

I will inspire others by:

- Role-modelling professional and values-led people practices.
- Supporting leaders to build positive, engaged and high-performing teams.
- Encouraging continuous improvement in people management practices.
- Championing initiatives that strengthen capability and culture.

I will value people by:

- Recognising the contribution of colleagues and teams across the Society.
- Supporting a collaborative and supportive People team culture.
- Celebrating success and improvements in team performance and engagement.
- Building strong relationships across operational and support teams.

I will empower others by:

- Taking ownership of people challenges and driving solutions.
- Encouraging leaders to take accountability for effective people management.
- Identifying opportunities to improve people processes and practices.
- Supporting managers to develop confidence in leading their teams.