

Job Title	- People Business Partner
Location	- Stanley Bett House - Lincoln
Hours	- 37.5 hours per week
Grade and Pay	- £40,000 per annum
Reports to	- People and Performance Manager
Benefits	<ul style="list-style-type: none"> - Discretionary colleague bonus twice yearly - Pension contribution of up to 12% of salary - Colleague discount
Scope and Purpose	<p>The People Business Partner role is an operational and strategically aligned HR professional role. The People Business Partner will have broad expertise in all HR related areas and will use this knowledge to act as the HR expert to their business areas. The People Business Partner will work in partnership with the business area leaders and other key stakeholders to shape, deliver and develop HR strategy, plans and solutions to drive efficiencies and growth of the Society.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> - Provide high quality HR advice and guidance to business leaders, managers and colleagues on all HR matters, and support in dealing with complex employee relations casework. - Play a key role in the implementation and delivery of the People Strategy. - Analyse and report HR data and use the information to make recommendations to improve people processes. Ensure all internal and external reporting requirements are satisfied. - Maintain up-to-date knowledge of HR legislation and develop HR policies and procedures in-line with current legislation. Ensure key stakeholders are informed on relevant changes. - Coach and build capability of senior leaders and managers to anticipate and pre-empt organisational issues. Regularly attend and contribute to the agenda at managers meetings.

- Participate in relevant projects and change initiatives, leading and championing as appropriate.
- In conjunction with the business leaders, identify learning and development needs for their business areas. Work in partnership with the Learning and Development Team to devise effective solutions.
- Direct and support the People and Performance Advisors in their duties.
- Build and develop positive working relationships with Trade Union representatives.
- Drive continuous improvement within your business area of responsibility by identifying opportunities and suggesting service improvements that will contribute towards organisational strategy and objectives.

Relationships

- Reporting to the People and Performance Manager.
- Liaison with all members of People and Performance team, including Health & Safety, Learning & Development, Recruitment and Security.
- Managers and colleagues across the Society.
- External bodies such as USDAW, Co-operatives UK, Occupational Health.

Qualifications and Experience

- Strong HR generalist experience with an in-depth understanding of HR fundamentals, including recruitment, performance management, employee engagement, compensation, development, and employee relations.
- Must be CIPD qualified.
- Experience from large multi-site organisation.
- Extensive knowledge and understanding of employment law and HR best practice.
- The ability to coach and guide managers and colleagues on a variety of HR matters.
- The ability to work both operationally and strategically.
- Experience of leading HR projects and using project management disciplines to achieve project outcomes within agreed timescales.
- The ability to build strong relationships with internal and external stakeholders, at all levels, and the ability to work collaboratively to achieve objectives.
- The ability to challenge and influence others, including more senior colleagues and stakeholders to ensure the right outcome is achieved.
- The ability to work with discretion at all times, with a sound knowledge of GDPR.
- Excellent verbal and written communication skills and have the ability to adapt communication style to effectively communicate across all levels of the business.
- Experience of analysing complex information and the ability communicate this simply to a range of audiences.
- Good time management with the ability to work under pressure and prioritise as necessary.
- Hold a full driving licence and access to a vehicle for business use.