

HR Business Partner

Level:	Grade 8
Team:	Human Resources
Line Manager:	HR Business Manager
Responsible for:	HR Advisor

About the Job

- Work within a team of HR Business Partners to provide an effective HR service on all aspects of generalist people agenda. relations, change management, business restructuring and complex case management.
- Operate as HR Business Partner with specific business areas to implement human resources best practices to enable short- and long-term business priorities.
- Support HR Projects according to overall HR plans and needs, ensuring buy-in and timely implementation.
- Support the implementation and embedding of manager self-service with specific business areas to deliver people practices that add value and be part of developing the HR Business Partnering Service.
- Be responsible for ensuring that managers and employees comply with relevant HR legislation to include raising awareness. conducting training and development initiatives.

You'll be trusted to

You will:

- Maintain effective employee relations by providing advice and guidance to effectively manage people issues in accordance with HR policies and procedures and the Vico Homes Delegation Framework.
- Ensure that Vico Homes HR policies are adhered to, especially having regard to the Equality Act 2010, GDPR, Human Rights and other relevant legislation.
- Maintain an awareness and understanding of appropriate legislation and statutory requirements as well as national, regional and local developments and evaluate their effect on service area processes.
- Provide leadership to initiate and drive cultural change to deliver customer focused services.
- Undertake specific project management initiatives as required relating to policy or service initiatives and contribute to new policy initiatives as required.
- Always undertake effective communication throughout all levels of the organisation and externally to promote positively the work of Vico Homes and the HR service.

- Be responsible for maintaining effective working relationships with internal and external stakeholders.
- Undertake recruitment, selection and change management in accordance with Vico Homes policies and procedures, and the Delegation Framework as and when required.
- Implement effective performance management systems to meet corporate and service area requirements, to achieve continuous service improvement and the development of a performance management culture.
- Contribute to team plans, within the corporate, strategic and business planning processes of Vico Homes and the Service Area.
- Promote health and safety awareness to ensure safe working environments in accordance with the health and safety policies and procedures and undertake risk assessments as required.
- Be responsible for managing devolved budgets within the Delegation Framework, to ensure allocated resources meet the need of service users.
- Have knowledge of Vico Homes's Corporate Plan and promote the values of the organisation at all times.
- Work with specific business areas to provide an effective HR service, identifying and addressing any issues that impact on business priorities and working closely with the business to address, liaising with the HR Business Manager to identify any areas of concern.
- Provide advice and guidance on the interpretation and application of policies and procedures to managers at all levels within the organisation on complex and diverse issues.
- Support managers within the organisation to conduct investigations in relation to incidents of misconduct in line with company policies. Where appropriate give support and guidance on how to compile cases for presentation at hearings to ensure consistency.
- Coach and develop manager capability to build their teams and add value across the People Agenda.
- Provide support and guidance to Directors and Managers to reach appropriate decisions in line with case law and legislation within grievance and disciplinary hearings.
- Contribute to the formulation, revision and implementation of policies, procedures and processes to meet the organisation's requirements, taking account of relevant employment law.
- Coach and develop team members in providing an effective HR service on all aspects of generalist people agenda. relations, and case management.
- Provide proactive support to managers at appropriate times during sickness absence monitoring, taking action to keep absence levels within target. This will include supporting managers with home visits, dismissal cases, discussing cases with Occupational Health Unit professionals and exploring alternative options, such as Ill Health Retirement.
- Take responsibility for holding dismissal meetings for the termination of contracts following completion of temporary/fixed term contracts and due to ill health.
- Managing organisational change, involving leading teams through restructures, TUPE transfers, cultural change and employee engagement.
- Analyse management information and suggest and implement interventions to address issues as required.

- Undertake project work as required.
- Design and deliver training to managers on people management issues.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

Who you'll work with:

Internal: Colleagues, Managers, Senior Managers, Directors, Trade Union representatives

External: Occupational Health and Employee Assistance Programme providers, external organisations, members of the public.

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
CIPD Diploma (Level 7) or currently working towards (to complete within 12 months).	✓		AF/CQ
Current, valid UK Driving licence and daily access to a vehicle in order to travel throughout the district and to other locations as required by the business.	✓		AF/CQ
Evidence of Continuing Professional Development.	✓		AF/I
Able to manage and prioritise own workload and work under pressure to meet challenging deadlines.	✓		AF/I
Able to produce high-quality written reports and correspondence with a high degree of accuracy and attention to detail.	✓		AF/I
Experience of successfully delivering a high quality, customer focused HR service.	✓		AF/I
Self motivated and highly organised with excellent time management skills.	✓		AF/I
Significant experience of working within a human resources function, including employee relations including offering advice and guidance to managers and employees on a range of complex issues whilst managing a busy caseload.	✓		AF/I
Experience of interpreting legislation, preparing guidance notes and briefing/training managers and others on changes.	✓		AF/I
Able to demonstrate an up to date and detailed working knowledge of employment legislation and HR best practice.	✓		AF/I
Able to deal with complex issues of a confidential nature.	✓		AF/I
Knowledge and understanding of the Data Protection Act and related legislation.	✓		AF/I
Able to relate to and communicate effectively with a variety of people both within and outside the organisation including employees, managers, directors and members of the public.	✓		AF/I
Confident in dealing with a range of employees, often in difficult or stressful situations.	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Highly effective interpersonal, written and verbal communication skills.	✓		AF/I
Strong negotiation and influencing skills.	✓		AF/I
Able to respectfully challenge inappropriate behaviour at all levels.	✓		AF/I
Self-aware and understands the limits of own abilities.	✓		AF/I
Able to work effectively both as part of a team and independently within own area of responsibility.	✓		AF/I
The post holder may be required to work outside normal office hours on occasion in order to meet the needs of the service.	✓		I
Experience of delivering an effective HR service through a Business Partnering approach.		✓	AF/I
Experience of organisational change, dealing with restructures including TUPE, as well as cultural change and employee engagement.		✓	AF/I
Experience of coaching employees and managers to improve their performance.		✓	AF/I
Experience of working with the Disclosure and Barring Service (DBS) regulations.		✓	AF/I
Experience of working within a unionised environment.		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

