**HR Business Partner job description**

**Job brief**

The Human Resources Business Partner role contributes to company performance by providing tactical and strategic consulting on people and organization development strategies in support of the business objectives. Performs HR related duties at the professional level while supporting more than one functional group. Will carry out responsibilities in the following functional areas: talent acquisition; employee relations consultation; policy interpretation and application, performance and compensation management consultation; and talent management consultation. May carry out additional responsibilities to include organizational design; employee development initiatives and training.

**Responsibilities**

* Providing expert HR advice and guidance to managers and staff on HR matters, supporting managers in dealing with complex casework, performance, attendance and employee relations issues.
* Providing advice and guidance to the Executive Board and managers on employment matters; influencing management and the leadership around the people agenda to maximise service performance.
* Identifying HR priorities from corporate and departmental plans, translating business requirements into effective HR practices and delivering people solutions aligned to business objectives.
* Delivering key HR initiatives across the HR spectrum, including workforce planning, restructuring, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management.
* Ensuring key stakeholders (e.g. the Cabinet Office and Treasury) are informed / consulted on relevant changes such as restructures, redundancies and retirements etc.
* Commissioning services, projects or activity that supports the delivery of HR and departmental strategies and objectives; working with third party providers to ensure that services meet business needs and are delivered to agreed standards and timescales.
* Analysing and reporting HR information to support with benchmarking and the development of HR strategies and solutions. Ensuring that all internal and external reporting requirements are satisfied through the provision of management information and HR returns.
* Maintaining a clear understanding and providing up to date knowledge of the legal framework within which HR operates; developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice.
* Supporting the development and implementation of Ofqual’s pay and reward strategy e.g. through support with pay negotiations, production of annual reward statements, operation of annual performance review and bonus allocation process.
* Ensuring the smooth running of working parties to facilitate the delivery of HR policies, projects and initiatives.
* Developing and maintaining good relations (informal and formal) with the recognised trade union and leading on negotiations where necessary.
* Directing and supporting the HR Business Partners and/or the HR Support Officer in their duties to support the delivery of the HR strategy, including overseeing all payroll processes to ensure staff are paid on time and correctly.
* Monitoring and supporting HR activity to ensure the terms of the HR SLA are being met. Addressing HR related business continuity issues.
* Deputising for the Associate Directorate of HR, L&D and Facilities as required

**Requirements**

* Strong interpersonal skills
* High level of analytical ability
* Commercial and cultural awareness, with high sensitivity to the social, economic and political environment
* Knowledge of the banking and financial services industry is critical
* HR Strategy skills – Performance, Employee Relations, Reward, Talent, Learning and Development, Resourcing, Organisational Development, etc.
* Ability to manage across functional teams through coaching, training, and implementing best practices
* High customer focus
* Strong commercial acumen
* Ability to lead and manage change
* Excellent interpersonal, people management and organisational Skills
* Excellent verbal and written communication skills as well as possessing proficient computer skills
* Must have a desire for achieving excellence in customer satisfaction, process and product quality and reliability.
* Relevant HR experience (generalist or specialist) gained in large complex organisation(s) with multiple stakeholders (including matrix relationships)’;
* Knowledge of current thinking in Human Resources issues and trends and evidence of Continuing Professional Development;
* Extensive experience of operating in a business partner model, working with local managers to create positive business outcomes.