

Role Profile

Role Title:	Assistant HR Business Partner
Department:	People Services
Role Purpose:	Working with the HR Business Partners to support and advise on people matters. Partnering and collaborating with functional stakeholders to provide an effective and solution focused HR service, that builds and sustains a high-performance culture.
Reporting to:	HR Business Partner
Responsible for:	NA
Checks:	Minimum Basic DBS, plus Social Media Check
Role Level:	Frontline Worker

Key Role Responsibilities	<ul style="list-style-type: none"> • Build positive and effective relationships to be a credible stakeholder that business areas can rely on to provide challenge, support in key decisions, and planning of people initiatives. • Proactively influence, coach and support managers in the effective management of colleagues. • Use employment legislation, case law, HR best practice and knowledge of the business areas to support solutions to people challenges. • Effectively manage all casework from end to end; ensuring that employee relations issues are resolved in an effective, pragmatic and timely manner without placing the business at unnecessary risk. • Collaborate with business areas to ensure learning from employee relations issues are captured, monitored and reviewed. • Review and implement HR policies and people practices ensuring legal compliance and successful business performance. • Deliver HR training to managers and colleagues. • Support the design, implementation and embedding of people initiatives, including change management (e.g. restructures, TUPE), engagement and wellbeing. • Analyse and interpret management information to proactively provide insight and solutions that informs appropriate business decisions. • Support HR Business Partners to anticipate future workforce needs and provide effective solutions. • Collaborate with the Talent and Reward teams to develop solutions to people related matters.
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<p>Education, Qualifications & Training</p>	<ul style="list-style-type: none"> • Level 7 CIPD qualified or equivalent technical level of expertise demonstrated through significant work experience within a Human Resources environment.
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • Significant demonstrable experience working within a generalist HR role, providing advice and guidance on people related matters. • Demonstrable experience of managing complex employee relations issues to completion. • In depth knowledge of Employment Legislation, case law and its application in the workplace. • Proven experience in building credible and trusting relationships with stakeholders to influence and challenge thinking. • Experience of delivering dynamic and creative solutions to people management issues that deliver successful business performance, mitigate risk and meet relevant legal requirements. • Experience of successfully supporting and managing change and improvement. • Experience use of coaching techniques to build management capability.
<p>Role Specific Skills & Behaviours</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to successfully partner with employees throughout all levels of the business. • Ability to be agile and flex with the needs of the business. • Performance and business driven; solutions oriented. • Committed team player with the ability to work independently, manage time effectively and prioritise workload with high levels of drive and resilience. • Customer focused with a commitment to respecting dignity and pursuing an excellent customer experience. • High degree of personal drive, capable of delivering results to tight timeframes and under pressure. • Advocate of continuous improvement and new ways of working. • Excellent communication and stakeholder management skills with the ability to influence and negotiate effectively. • Ability to assess complex issues and to apply solutions using strategic thinking and effective problem solving. • Ability to work under pressure and prioritise work effectively. • Understanding and commitment to the principles of equality and diversity. • Demonstrates flexibility and the ability to travel across the Midland Heart geography.