

Job Description & Person Specification

Job Title: People and Culture Business Partner – Organisational Change (P&C BP)

Service: People and Culture

Reports to: Director of HR and Workforce Development

Direct Reports: N/A

About The Role

The role of the People and Culture Business Partner for organisational change is key to delivering professional and effective people and culture strategies and activities for the organisation, with support in developing a safe, inclusive, and performance-development culture, ensuring our legal obligations as an employer are met, and that we make the best of the funds entrusted to us for our vulnerable residents and participants.

The People and Culture Business Partner will own generalist Human Resource activities with a comprehensive understanding of the HR process, specifically organisational change, mobilisations, TUPE, staff consultations and growth. They will educate others with their own knowledge of employment law and experience in managing employee relations cases and development workflows. They will deliver advice, support, and guidance to managers and colleagues on a wide range of topics.

About the Post Holder

The post holder will have a sound knowledge in generalist HR activities, with a comprehensive understanding of HR processes, and employment law knowledge. They will be able to coach and advise others within the organisation. The post holder will be commercially minded, able to use their initiative to make key business decisions and take on ownership for various projects, and lead on providing skills, knowledge, and materials in the given area.

They will be a self-starter, able to form effective purposeful relationships within the organisation and with other partners and agencies, as well as communicate effectively with colleagues at all levels, in a friendly and approachable manner. The post holder will be a team player, someone who can think outside the box and bring ideas to the team, to ensure consistent improvement, and effective delivery of the service. They will have high attention to detail, and comfortable with carrying out administrative duties, and using various software's.

Key Responsibilities

ORGANISATIONAL CHANGE AND LEADERSHIP

- Provide high quality support, leadership, and guidance to managers and staff for organisational change projects from start to finish including any matters arising in terms of employee relations cases, escalations, and cross-specialist areas.
- Provide expert advice and templates to colleagues and stakeholders to successfully deliver legally compliant, compassionate and robust organisational change processes.
- Facilitate colleagues in identifying solutions to challenges presented.
- Maintain effective project management resources and timelines, providing clear and helpful reports and monitoring on request. Ensure all legal and agreed deadlines and obligations are met.
- Hold regular, high-quality one-to-one and group meetings, support effective teamwork and communication. Facilitate a culture where constructive challenge is welcomed, and conflict is managed supportively in line with relevant policies and procedures.
- Proactively embed a culture of learning, development, reflection, and evaluation in a psychologically informed environment.
- Support with ensuring processes and policies are followed throughout the organisation to ensure consistency at all levels and roles.

EMPLOYEE RELATIONS

- Ensure all staff have access to meaningful and accessible employment advice and access to appropriate information, documents, and other resources.
- Empower managers with the right knowledge, resources, and access to information and guidance to take leadership of their teams.
- Support managers with team related enquiries, concerns, or issues appropriately.
- Utilise internal and external policies and procedures and support managers in the practical implementation of best practice and employment legislation to ensure compliance and consistency.

EMPLOYEE LIFECYCLE

- Provide leadership and support to employees throughout the employee life cycle. This includes but is not limited to; Recruitment, Onboarding, Inductions, Probation Reviews, Support and Supervision, Employee Relations, Performance, Learning and Development, Staff Wellbeing, Grievances, Sickness, Disciplinarys, Retention, and any other areas within the employee lifecycle.
- Ensure all employee lifecycle administration, advice, and support is completed and to the standards of the Social Interest Group, Government legislation, and to our stakeholders.
- Contribute to the processing of employee lifecycle changes. This can include but is not limited to; payroll, new starters, leavers, perks and benefits and contractual changes.
- Provide support, advice, and guidance on policies, procedures, and employment legislation.
- Areas of support may vary and will include but is not limited to; Sickness, Occupational health referrals, Annual leave, Maternity/Paternity leave, Compassionate

leave, Performance management, and General employee relations.

RECRUITMENT AND ONBOARDING

- Partner with relevant managers and project leads to fully understand their recruitment needs then support with the end-to-end recruitment and administration of roles to meet budgeted headcount.
- Manage the posting of relevant roles, and the proactive sourcing of quality candidates directly, through new initiatives and ideas to support with the attraction of high-quality candidates to support filling our roles with the right people at the right time for the right service.
- Manage the onboarding of new hires, ensuring full compliance with our policy and procedure.

ADDITIONAL RESPONSIBILITIES

- System Management: Ensure all relevant systems and portals are successfully updated and maintained including, but not limited to our applicant management system, learning management system, and HR/Payroll system.
- Continuous improvement for the function, managing the return on investment for any additional resources, and ensuring alignment with business growth and values.
- Build and manage effective relationships across the organisation and ensure consistent communication, whilst upholding SIG's values, policies, and procedures. Work collaboratively with internal and external stakeholders to drive ongoing improvements in line with best practice.
- Support with the progression and communication of policies and procedures.
- Support with a wide range of administration ensuring compliance and confidentiality using electronic and manual processes.

SIG POLICIES AND DATA PROTECTION

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintaining confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place. Always ensure clean and tidy office spaces and communal areas.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed as long as it is within the capacity and level of the position. This JDPS is regularly reviewed and may change in future amendments as per the requirements of the role and organisation.

Person Specification

Qualification and Experience:	Rating
Proven experience in a similar role and/or taking on similar level responsibilities.	Essential
Experience in coaching and advising managers and colleagues to comply with our legal and internal obligations in organisational change areas such as mobilisations, TUPE, demobilisations, redundancy consultations, change consultation, and project management	Essential
Working knowledge and understanding of HR procedures and basic employment law practices, and how it applies under UK employment legislation	Essential
Experience in coaching and advising managers in employee relations activities across the full lifecycle including recruitment, onboarding, required learning packages and general ER case work	Essential
CIPD Qualification Level 5	Desirable
Experience using data to make informed decisions and reports effectively	Desirable
Experience in a similar size organisation and/or charity sector organisation	Desirable
Skills and Abilities	
IT Proficiency, ability to learn new software programs, advanced knowledge in Microsoft, including Word, Excel, and Outlook.	Essential
Proven ability to juggle multiple tasks and competing priorities within a fast-paced environment	Essential
Excellent communication skills both written and oral including relationship building	Essential
Attention to detail and quality, with organisation skills	Essential
Able to influence and negotiate positive outcomes with others	Essential
Proactive nature, ability to make commercially and value-driven balanced decisions, including the use of data to make decisions and reports	Essential
Ability and willingness to attend regular visits to our different service locations	Essential
Knowledge of Equality, Diversity, and Inclusion, being able to represent best practice and share good working practices with others	Essential
Knowledge of the health and social care sector, criminal justice or similar environment	Desirable
Personal Characteristics	
Cultural awareness, Self-awareness, and ability to identify personal growth areas and take feedback	Essential
Sensitivity and empathy to others, and ability to deal with individual circumstances with professionalism	Essential
Ability to lead by example and share the values which we uphold at SIG	Essential
Creativity and ability to bring new ideas to the team and organisation	Desirable