JOB DESCRIPTION

**Job Title** People Business Partner

**Responsible to:** Head of People (HR Operations Manager)

**Location:** Based in Nottingham with travel to various sites across the Group and at home (hybrid working)

**Hours:** 37.5 hours per week

**Salary:** Circa £36,000 per annum

**Job Purpose:**

The People Business Partner (PBP) role has evolved out of the restructure of the Support Services across YMCA Robin Hood Group. The role is integral to the management teams throughout the organisation including: The Malt Cross/Malty Cross, Children, Young People and Families, Thrive, Supported Housing, YMCA Newark and Sherwood, Health, Sports and Wellbeing and Support Services, and is responsible for the management of the people agenda, sharing responsibility and accountability for the effective delivery of goals and objectives.

The PBP collates an HR dashboard on a weekly and monthly basis and presents this to departmental Pulse meetings, agreeing follow-up actions and activities that arise from the data. Supporting the senior team members and working as one of the management team, the PBP will provide management for performance, conduct, capability, development, promotion, recruitment, engagement and all aspects of people management.

Reporting to the Head of People, the PBP has the support of team members including a Talent Acquisition Business Partner, HR Administrator and a Learning & Development specialist.

**Key Duties and Responsibilities**

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| Key Responsibility | Duties Involved | |
| **HR Plan** | * Ensure that the HR Plan is reviewed annually, and that the plan supports the Internal client business plans and objectives, taking responsibility for the successful implementation of people agenda items; * As part of the People team, contribute to the plan and regularly report at weekly HR Pulse meetings; * Be accountable for agreed elements of the HR Plan, ensuring achievement to agreed timescales, this may include projects as well as ongoing activities including HR systems and reviews of policies, procedures and templates; * Prepare regular and ad-hoc management information reports to support leadership and management activity. | |
| **Client Relationships** | * Build strong business relationships with the internal clients; * Support the delivery of HR Processes whilst remaining people centric; * Acts as a single point of contact for the employees and managers in the business unit (s); * Deputise for other PBP’s in their absence. | |
| **Performance Management** | * Develop, support and maintain a performance management culture by advising and guiding managers on performance management, redundancy and capability related casework; * Design succession plans for key talents and key job positions; * Act as performance management driver and provoke positive changes in people management by supporting and coaching managers, encouraging early intervention; * Identify gaps, purpose and implement change necessary to mitigate risks; * Advise managers on disciplinary and grievance issues, including assisting with disciplinary investigations, hearings and Appeals/Tribunals; * Lead on all employee casework regarding sickness and sickness absences, providing advice and support to line managers in case review meetings and progressing as necessary. | |
| **Recruitment** | * Manage all recruitment from initial identification of the opportunity, through to offer including advising managers on suitable recruitment methods, quality assuring job descriptions and person specifications, appropriate salary benchmarking and selection processes; * Ensuring safe recruitment decisions are made and compliance checks are undertaken in line with regulatory requirements for example Ofsted; * Working with the Talent Acquisition Business Partner and HR Administrator for elements of recruitment processes, where appropriate; * Manage relationships with third-party recruitment providers, negotiating where appropriate. | |
| **Employee Liaison/Relations** | * Act as first point of contact for all employee requests and queries such as new parent and flexible working requests and managing the process through to decision; * Be the first point of contact for all people grievances, complaints including harassment and bullying as well as whistleblowing; * Work with organisation teams to gather information from Employee Engagement Surveys, identifying actions and supporting managers to implement improvements; * Instigate and support employee Forums to ensure two-way communication; * Contribute to Intranet posts, articles and information including suggestions schemes, opinion surveys and feedback mechanisms; * Support the Team to develop and implement joiner questionnaires, exit interviews and alumni groups. | |
| **Legislation** | * Keep up-to-date with developments in employment legislation and HR best practice, knowledge sharing with team to ensure continuous development and improvement in services; * Produce accurate and complex contractual documentation, policies, procedures, handbooks, communications and correspondence; * Manage organisational change cases including dismissal, redundancy and settlement agreements, liaising with ACAS as appropriate. | |
| **Employee Learning & Development** | * Champion the effective utilisation of appraisal systems, promoting goal and objective setting and regular reviews; * Working with the Head of People and others (Learning & Development Specialist) to support and assist with the delivery of in-house training, including ensuring the appropriate Induction processes are delivered to all new employees; * Provide support and input into best practice guides together with delivery of some people-related management training. |
| **Administration** | * Utilising HR systems and working with the HR Administrator to ensure that administration is up-to-date and effective; * Ensure that all role and payroll changes are implanted in an efficient and timely manner; * Contribute to the continuous improvement of all HR Processes to ensure that efficiency and simplicity is core; * Review, initiate and write template letters and forms; * Contribute to the annual budget, anticipating needs and expectations for business units. |
| **HR Operations** | * Provide information for benchmarking for salary and benefits to ensure marketplace compliance, making recommendations as necessary; * Ensure that all aspects of HR is compliant including business standards, GDPR, Insurance, pensions, policies and procedures; * Contribute to and support the team with all aspects of VTO ensuring Rocks and metrics are achieved; * Work with internal clients to ensure that all people aspects of their VTO is achieved, working along matrix management lines as necessary; * Develop new opportunities for Volunteers, supporting their integration into the YMCA Robin Hood Group. |
| **Equality, Diversity and Inclusion** | * Encourage a culture of openness, where feedback is heard and considered, and improvements are made (and measured); * Work with MPR to ensure an annual calendar of events is planned which encourages and enables the internal client to participate and support; * Champion fairness. |

**Person Specification**

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| Essential | Desired |
| * CIPD Qualified * Significant operational experience as a generalist HR practitioner * Demonstrable experience of producing accurate and complex contractual documentation * Stakeholder management * Experience of extracting, collating, analysing and presenting statistical information * Excellent planning, administrative and co-ordination skills * Good working knowledge of IT systems * Ability to deal sensitively and appropriately with confidential matters * Ability to manage various projects to tight deadlines to a high standard * Ability to demonstrate a “can do” attitude and strive for better * Provides internal client with choices based on informed risk factors * Ability to pre empt the needs of senior managers * Willingness to work flexibly and provide cover and support * Ability to engender trust and to influence a wide range of internal and external partners * Experience of delivering change projects to successful outcomes * Ability to coach and develop individuals, enabling them to become the best version of themselves that they can be * Motivated to self-develop, keeping abreast of legislative changes and relevant case law * Effective team player, who is eager to share knowledge and best practice * Ability to be naturally inquisitive and curious, and to ask and clarify the outcomes being sought * Ability to understand customer need and allocate resources appropriately whilst balancing the commercial element of the Group | * HR Systems experience * Experience of working in a multi-faceted organisation |

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**Responsibilities for all YMCA Group staff casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA Group; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Leadership Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of the YMCA Robin Hood Group and to keep confidential all information about individuals and the business of the Group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5** The Group is committed to equality of opportunity and expects all staff and casual workers to abide by our approach to equality, diversity and inclusion.

**6 Health and Safety**

To adhere to the Group’s Health and Safety policies at all times.

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

*The YMCA Robin Hood Group is committed to promoting diversity, inclusion and practicing equality of opportunity*

*The YMCA Robin Hood Group is committed to the protection of children and vulnerable adults*