

Job Description

Job Title:	People and Culture Partner
Reports to:	Director of Operations
Hours of Work:	25 hours per week (days and hours flexible)
Salary:	£35,000 - £40,000 per annum, pro rata
Location:	Hybrid to include some office-based working at Bridgend

Main Job Purpose

Reporting to the Director of Operations, this role is responsible for leading the HR function in the business including the development of the Company culture, recruitment and selection, reward and recognition, talent management and succession planning, employee wellbeing, employee relations and any other HR related issues.

The post holder will maintain effective working relationships across the Company to ensure that all aspects of HR and employee development and wellbeing are delivered to a high standard and any issues are addressed promptly.

The post holder will work with the Director of Operations and the senior management team (SMT) to develop and implement the Company's people strategy and deliver key projects.

As a new role, the specific duties and responsibilities will develop organically in the short term. The Director of Operations and the post holder will agree a final job description at an appropriate time.

The success of the role will be assessed against individual objectives.

Main Duties and Responsibilities:

General

- Maintain knowledge of current and emerging UK employment law and best practice. Proactively apply knowledge to policy, process, initiatives, planning etc., seeking external counsel when required.
- Work with the Director of Operations and the SMT to develop and deliver a strong people plan which underpins the Company's strategic plans.
- Review, maintain and implement all HR policies and procedures, ensuring that requirements are understood by all employees.

- Review and update employee contracts of employment and offer letter templates, ensuring adherence to employment laws and HR best practice.
- Coach, support and challenge line managers in the application of HR policies and practices; provide advice and guidance on HR issues to achieve desired outcome and mitigate risks.
- Proactively support managers on employee relations matters including investigations, grievance, capability/performance, disciplinary, absence management and redundancy.
- Liaise with the Director of Operations to prepare the monthly payroll.
- Work with the Operations Assistant to ensure all Data Protection and GDPR requirements are being met.
- Monitor sickness absence and highlight concerns to line managers and the Director of Operations.
- Responsible for leavers' processes such as confirmation of annual leave entitlement, drafting resignation acceptance, conducting exit interviews etc.
- Work in collaboration with outsourced HR advisory team, seeking support, advice and guidance where necessary. Monitor service delivery and costs against contract terms and annual budget.
- Deal with all urgent HR matters, ensuring reactive support and guidance is in place to support the SMT and line managers as and when required.

Recruitment and Selection

- Manage all recruitment needs for the Company, including implementing and continually developing a robust recruitment and selection process.
- Oversee the day-to-day management of the recruitment process ensuring that the principles of integrity, honesty, objectivity and impartiality are observed and with due consideration to equality and diversity. Responsibilities include but not limited to:
 - supporting recruiting managers in the production and review of job descriptions, personal specifications and recruitment advertising campaigns
 - job evaluation and salary benchmarking (internal and external)
 - shortlisting of job applications
 - coordinating selection processes/interviews
 - supporting recruiting managers with production of interview questions and other selection tools
 - attendance at interviews and other selection exercises
 - notifying candidates of outcome and providing feedback on request

- Responsible for the collation of pre-employment checks including reference checks and right to work checks.

Pay and Reward

- Source and implement new employee benefit scheme in response to recent benchmarking activity recommendations.
- Work with the SMT to ensure salaries are consistent across the business and in line with market forces.
- Periodically perform benchmark research on pay and benefits to support the aim of recruiting and retaining high quality talent.

Wellbeing and Engagement

- Work with the SMT to ensure employees feel safe, supported and valued and wellbeing services contribute to the creation of a healthy working environment that will enable and encourage high performance and efficiency.
- Develop internal communication processes to ensure that all employees feel valued and involved in the Company and have opportunities to contribute.
- Develop, implement and regularly review employee reward and recognition schemes ensuring that employees are recognised for exceptional performance and outstanding contributions.
- Ensure third party suppliers such as employee assistance programme and occupational health services are fit for purpose and regularly review contracts to achieve value for money.

Equality, Diversity and Inclusion

- Lead on equality, diversity and inclusion to ensure that the principles of equality and diversity underpin all aspects of workforce resourcing, development and relations.
- Develop, deliver and monitor the Company's equality, diversity and inclusion action plan.
- Take action to update policies and procedures in accordance with legislative changes and to action recommendations from equality and diversity reporting.
- Provide or source training, guidance and support for employees on equality, diversity and inclusion matters.

Talent Management

- Establish and maintain appropriate systems for identifying, planning, delivering and measuring learning and development.

- Work with line managers to assess individual and departmental learning and development needs across the Company and provide support to identify appropriate learning options such as formal regulatory/professional, coaching, mentoring, on-the-job training, e-learning, simulation etc.
- Develop and manage a Company learning and development plan that details learning and development requirements, ensure it is delivered within the agreed/specific timescales and ensures outcomes are appropriately measured and reported on.
- Schedule and deliver the induction training plan for all new employees, including delivery of HR induction.
- Monitor probationary periods, supporting line managers to ensure reviews are conducted in a timely manner and actions implemented appropriately.
- Develop training and communications materials to support the learning and development needs of employees generally and produce and deliver training lessons to aid development of line managers specifically.
- Ensure training activities meet and integrate with Company strategy and policies.
- Drive regular employee performance evaluations, supporting line managers to ensure a consistent approach across the Company which are meaningful and motivational.
- Build and implement systems and processes to drive talent management and workforce planning, working with the SMT to develop a comprehensive plan which nurtures internal talent and addresses skill gaps and succession.

PERSONAL SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	CIPD Level 5 qualification or equivalent HR qualification	CIPD Level 7 qualification or equivalent HR qualification
KNOWLEDGE	Up to date knowledge of employment law	Equalities, diversity and inclusion best practice
	Complex employee relations matters	
	Sound working knowledge of employee benefits	
	Sound working knowledge of recruitment and selection processes	
	Working in a professional capacity in an HR function and providing advice on all HR matters	Leading the HR function in a standalone role in a fast-growing environment.
EXPERIENCE	Implementing HR strategy	Developing and implementing HR strategy
	Leading complex employee relations cases including investigations, grievance, discipline, sickness absence	
	Reviewing and implementing HR policies and employment contracts	Drafting employment contracts and HR policies and procedures
	Strong experience of recruitment and selection processes	
		Experience of benchmarking, designing and implementing employee pay, reward and recognition schemes
	Experience of managing talent including learning and development best practice, succession planning and training delivery	Developing and delivering employee training
	Developing and implementing employee wellbeing initiatives	
	Effective interpersonal skills - ability to influence, negotiate, demonstrate empathy, and generate trust in others	
SKILLS	Effective written and verbal communication skills – ability to demonstrate tact and diplomacy when communicating messages, listens and	

	responds appropriately in formal and informal situations	
	Effective problem-solving ability – skilled at identifying, confronting and proactively resolving issues	
	Planning and Organisation - able to work autonomously, check own work and manage own time	
	Strong decision-maker – ability to assess information, behaviours and situations to make time, considered and well-judged decisions	
	Proficient in Windows-based software packages and HR systems	

OTHER REQUIREMENTS

- Willingness to work flexibly to meet the reasonable needs of the Company.
- Commitment to working in accordance with the Company's Values.
- Self-sufficient in use of information and communications technology.
- Ability to self-manage a full and varied workload.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose and responsibilities for the role.

In addition to the contents of this role description, the post holder will be expected to undertake all other reasonable and related tasks allocated by line management and the SMT.

Please apply with your C.V. and covering letter to Stephanie Collins at jobs@mazumamoney.co.uk.