



HR Business Partner

Job Base:	At least one day a week in any of our three locations in Chelsea or at Harefield Hospital
Job type:	Permanent, Part Time – 14 hours a week, worked over two or three days.
Responsible to:	Chief Executive
Job Summary:	<p>This is a new role taking full ownership of all strategic and operational elements of the HR function, supporting an organisation of 27 people.</p> <p>Coordination of all elements of the employee lifecycle including recruitment, induction, learning & development, payroll, benefits and leavers.</p> <p>Ensuring the charity is a great place to work by supporting line managers with guidance and advice on best practice people management, being the key point of contact for staff welfare, and owning the employee engagement survey process.</p> <p>Direct responsibility for key HR projects – which in the first instance will include EDI strategy development & rollout, implantation of an HRIS and new payroll provider, reviewing & updating policies and the staff handbook.</p>
Salary:	£37,000 - £40,000 FTE, pro-rated (£14,800-£16,000 for 14 hours per week)

Main Tasks & Responsibilities:

The HR Business Partner will report directly into the CEO and contribute to the Head of department leadership team. It is a standalone role and will be responsible for all operational and strategic elements of HR across the charity. The role will be invaluable as we continue to grow, embed our new strategy and foster a culture characterised by ambition, agility, and learning.

Coordination of HR Administration and Processes

- Manage the creation and distribution of all HR related documentation – such as offer letters, contracts, change of terms, probation letters, and annual salary reviews.
- Coordinate the employee benefits such as the pension, death in service, employee assistance programme etc.
- Own the monthly payroll process, with support of the finance team and payroll bureau, including managing the sourcing and implementation of a new bureau.
- Support the onboarding and induction of new staff – including pre-employment checks, probation reviews, creating and leading an HR induction, and coordinating an effective induction schedule for new staff.
- Lead on the sourcing and implementation of an HR System, then own the system going forward.
- Review processes on a regular basis to improve and streamline.

HR Advice and Strategy

- Lead on any people issues that may arise within the organisation, both formally and informally, up to and including exits. Managing legal and reputational risk with pragmatism and best practice, to ensure a fair and effective approach is taken.
- Ownership of the employee engagement process – coordinating the surveys with our provider (three times a year), analysing and communicating results, proposing and project managing actions, and leading on all people related actions.
- Strategically supporting line managers with recruitment – advising on best practice and ensuring we have a strong and inclusive recruitment process. Being an active part of all recruitment & selection process, such as advising on advertising opportunities, assisting CV screening, sitting on interview panels, and supporting managers to deliver effective candidate feedback.
- Conducting exit interviews with leavers then tactfully and pragmatically feeding back to senior leadership team on key themes and proposed actions.
- Managing the next stage of our Inclusive Culture work, including the development and implementation of our EDI strategy.
- Reviewing and updating our existing policies and terms and conditions. Leading on the creation of a staff, line manager and trustee handbook.

- Lead on all HR Projects ensuring effective progress on deliverables.
- Be a key and active member of the head of department management group, and support on key HR related discussions with senior leadership team and board of trustees.

Learning and Development

- Work with managers to develop and improve the annual appraisal and personal development plan process.
- Identify areas of development across the charity and proactively provide internal and external learning solutions to address these needs, including sourcing training suppliers.

General:

- All employees are expected to act as a powerful voice and advocate for Royal Brompton & Harefield Hospitals Charity and its work, and embrace and model the Charity's core behaviours.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, the needs of the organisation and always following consultation with the post holder.

Person specification

Title: HR Business Partner

REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS		<ul style="list-style-type: none">• CIPD Level 7 (or considerable qualification by experience)
EXPERIENCE	<ul style="list-style-type: none">• Proven experience autonomously managing HR administration across the employee life-cycle, through multiple annual cycles, in a standalone or small HR team.• Proven experience of effectively introducing new HR policies and processes and systems.• Significant experience supporting and coaching line managers with a varying degrees of management experience.• Assessing employee learning needs and sourcing training & development.	<ul style="list-style-type: none">• Charity sector experience• Leading an employee engagement survey.
KNOWLEDGE	<ul style="list-style-type: none">• Up-to-date employment law knowledge and understanding.• EDI knowledge and understanding withing the context of workplace culture and practices.• HR trends and best practice.	<ul style="list-style-type: none">• Understanding of charity sector related HR topics such as compliance, safeguarding and volunteering.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Able to work autonomously - managing own workload.• Ability to handle a range of proactive & reactive tasks - prioritising accordingly.• Exceptional 'people skills' with high emotional intelligence and empathy.• Excellent communication skills – both written and orally.• Discrete and tactful – able to handle sensitive and confidential topics with ease.• Pragmatic and commercially minded.	<ul style="list-style-type: none">• Confident public speaker with the ability to present to medium sized groups.