

HR & Wellbeing Business Partner

Team: People Team

Responsible to: Head of People, Wellbeing & Equity

Responsible for: HR & Wellbeing Assistant

Location: MHFA England central office and home working

Role Purpose

To provide HRBP support to all directorates providing first level advice to directors, strategic leads, experts, and support staff on matters including recruitment and selection, contracts and employee relations.

To work with the internal stakeholders on developing and delivering interventions to improve communication with and engagement of staff.

The HR & Wellbeing Business Partner is also involved in producing and analysing data to inform and feed into the People strategy.

Key Responsibilities

Main Tasks

1. Plan and deliver successful recruitment plans and campaigns
2. Support and provide an HR presence at interviews at the appropriate level
3. Negotiate salaries with successful candidates in line with MHFA England's pay policy and banding structure
4. Oversee and manage all staff (permanent and temporary) inductions
5. Support managers to process leavers from the organisation

Policies and Procedures

1. Ensure that information required is given to 3rd party provider each month for payroll and pension processing
2. Work with the Head of People, Wellbeing & Equity and our HR legal advisors to ensure that policies are up to date, effective and legally compliant through a planned policy review
3. Collate business cases for salary increases for bi-yearly review; liaising with finance to implement any agreed changes
4. Keep abreast of employment legislation and ensure all processes and practices reflect best practice methods.

HR Systems

1. Manage the electronic HR management system, leading on training staff and ensuring electronic and paper files are maintained
2. Provide regular management reports and audits on the system to ensure compliance
3. Update and manage the HR SharePoint files and account

HR Projects

1. Support the implementation of best practice in equality, diversity and inclusion across our HR policies and practices and develop reporting metrics
2. Deliver a regular HR dashboard to monitor and track the return on investment and inform future workforce planning
3. Work with the Head of People, Wellbeing & Equity to evaluate and benchmark MHFA England's salary structure and benefits on a 3-year rolling basis
4. Oversee and manage the enrolment and entitlement of any relevant staff benefits

5. Co-manage with HR & Wellbeing Expert colleague the relationship with the benefits provider and any related administrative work, ensuring that all employees have access to information and the services they need.

Collaboration and connectivity

1. Provide HRBP support and advice to directorate staff members on the implementation of policies and general HR queries
2. Support Directors and Strategic Leads to manage sick leave and performance related issues and referrals to our HR legal advisors
3. Lead on the Personal Development Review process, ensuring staff understand the process, and Strategic Leads recognise its significance to staff development and engagement.
4. Work with Directors and Strategic Leads to ensure that their teams are adequately and appropriately resourced and to ensure that succession planning is incorporated in their team workforce planning
5. Work with Directors and Strategic Leads to write effective and realistic Job Descriptions, job adverts, shortlisting criteria, and interview questions
6. Work in collaboration with the Strategic Leads, Head of People, Wellbeing & Equity and L&D Expert to identify organisational and individual learning needs from the review of annual performance appraisals

Person specification

The essential requirements of the role will form the criteria for short listing and selection. Desirable characteristics may support decisions to fine tune shortlisting where there is a 'tie break'. You do not have to identify every skill or all knowledge that will enable the person to be successful.

	Essential	Desirable
Experience / Qualifications	<ul style="list-style-type: none"> • Member of CIPD • Minimum of 2 years' experience working in HR, including leading on employee relations casework • Experience of working in an advisory capacity at all levels of the organisation 	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience in a similar field • Qualified in HR to level 5 • Experience with working with external agencies and advisors • Experience of running regular payroll process • Line management experience
Knowledge	<ul style="list-style-type: none"> • Knowledge of HR policies and practices relating to employment law • Knowledge of all aspects of Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of implementing employment law and best practice • Experience and knowledge of HR data management systems and reporting • Project management • Knowledge of mental health and wellbeing strategies in the workplace
Skills/ Abilities	<ul style="list-style-type: none"> • Attention to detail with excellent verbal and written communication skills across different audiences at all levels 	<ul style="list-style-type: none"> • Report writing skills • Demonstrable peer-peer support skills



	Essential	Desirable
	<ul style="list-style-type: none"> • Experience and ability to develop and manage effective relationships with external partners and agencies • Ability to demonstrate initiative • Ability to consistently apply standards and frameworks • High emotional intelligence with ability to have difficult conversations and handle situations sensitively 	<ul style="list-style-type: none"> • Demonstrable customer service skills • Ability to multitask and manage a busy and changing workload
Competencies	<ul style="list-style-type: none"> • Positive, can-do attitude • Proactive and ability to work under own initiative • Ability to work as part of a team and share knowledge and ideas • Attention to detail • Organisational skills • Good problem-solving skills • Proactive approach to continuous personal development 	
Core Beliefs	<ul style="list-style-type: none"> • At MHFA England we would like for all applicants and staff members to hold shared fundamental beliefs such as: • <i>Equal opportunities for all</i> • <i>Working collaboratively instead of siloed</i> • <i>Ability to learn and grow – taking on new ideas</i> • <i>Compassion and empathy</i> 	



MHFA England

Living our values	Making good decisions to deliver strong results	Effective engagement and communication	Building healthy relationships and a sense of belonging	Learning from our mistakes and successes
<ul style="list-style-type: none"> ➤ Inspires, motivates, coaches and supports teams members to be engaged and highly performing and role models culture values behaviours ➤ Is authentic, brings whole self to work and encourages others to do the same ➤ Is mindful, listens with empathy/EQ ➤ Actively champions and advocates mental health and wellbeing, diversity and inclusion ➤ Actively empowers staff and encourages distributed leadership 	<ul style="list-style-type: none"> ➤ Takes responsibility for making and implementing unbiased decisions ➤ Is flexible and responsive as priorities and requirements change ➤ Effectively seeks solutions and solves problems, empowering others to do the same ➤ Supports others in their decision-making and problem solving ➤ Engages the team in planning and decision-making where appropriate ➤ Empowers the team and places trust in them to take ownership, make decisions and deliver results ➤ Passionate and skilled at coaching others, challenging them to improve and managing performance 	<ul style="list-style-type: none"> ➤ Is approachable, clear and assertive ➤ Cascades important and relevant information to team and others clearly and swiftly ➤ Tailors communication and influencing style accordingly ➤ Listens to and empathises with others to understand the root of situations before responding ➤ Proactively shares knowledge and information 	<ul style="list-style-type: none"> ➤ Role models effective, mutually supportive teamwork with colleagues ➤ Effectively manages the expectations of others, gaining buy-in where required ➤ Builds and invests in relationships across the organisation ➤ Uses awareness of how own team fits within the wider organisation to find solutions ➤ Understands the team and works to their strengths ➤ Advocates upwards for team members ➤ Builds and encourages team spirit and wellbeing ➤ Supports others in adapting to change 	<ul style="list-style-type: none"> ➤ Demonstrates creativity in order to improve how things are done in own area of work ➤ Takes an entrepreneurial approach to improving how we do things ➤ Consistently seeks opportunities to enhance own development and build expertise ➤ Role models a positive and constructive approach to giving and receiving feedback ➤ Encourages team members to innovate and improve the way they do things ➤ Embraces change and demonstrates flexibility in adapting to it, and helps others to see the benefits and opportunities