

People

HR Business Partner – Change

The job, in a nutshell

The HR Business Partner plays a critical role in supporting the delivery of multiple HR change programmes. You will be responsible for supporting a diverse range of Age UK directorates to help identify and deliver on key initiatives to deliver change.

Working closely with senior leaders, you will collaborate on business proposals, board papers and consultations and provide pragmatic and solution focused advice. Supporting and coaching senior managers through all aspects of the change management cycle.

www.ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Our values

-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

People

What you'll do for us:

- Provide professional advice and solutions across a broad range of change programmes and initiatives.
- Develop strong relationships with several key stakeholders including Directors, Head of Departments, and senior managers across multiple areas of the organisation engaged in change.
- Lead on supporting directorates in providing end-to-end support in remodelling and restructuring their departments and teams.
- To lead on a range of change management projects as the subject matter expert on organisational change, providing advice and direction to managers.
- Support the development and implementation of directorate change plans to ensure they are delivered on time.
- Lead, coach, guide and challenge leaders in the development of business case and consultation documentation.
- Ensure business cases are legally compliant and the rationale for change is logically and clearly articulated.
- Identify and mitigate areas of risk to ensure the charity is not unnecessarily exposed to legal claims.
- Coach and guide senior leaders in the creation and review of job descriptions and organisational/department structures.
- Lead and set up consultations with trade unions and employees and support managers in resolving any issues which may arise.

Location

Home based

People management

No

Division

People

We're an
**Age-friendly
Employer**



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- Develop a communication strategy for any change programmes.
- Ensure change programmes are implemented and embedded into the wider organisational framework.
- Proactively engage with the wider HR team in support of delivering HR services and initiatives including employee relations, people development, culture, recruitment, leadership, and management, DEI and volunteering.

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Must have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Experience of change management and restructures. **A, I**
- Experience of handling complex Employee Relations cases. **A, I**

Skills and knowledge

- Knowledge of UK employment law and TUPE legislation, including a proven track record in change management, resourcing, and organisational design. **A, I**
- Strong communication skills with the ability to establish credibility and present information effectively both orally and in writing. **A, I**
- Excellent analytical and problem-solving skills. **A, I**
- Highly organised. **A, I**
- CIPD Level 7 Qualification or similar experience. **A**

Personal attributes

- Energy, enthusiasm, and eagerness to contribute and influence at a senior level. **I**
- Team player with the ability to build relationships and work effectively with a wide range of people. **I**

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Any other details

Some travel required with overnight stays.

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

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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