

Job Description

Title:	HR Business Partner (OCT)
Team/Function:	Oasis Charitable Trust
Location:	Nationally based (and/or at our London or Midlands office)
Salary:	£43,700 p.a. (+£3,224 if based in London) pro rata
Hours:	Part-time 20 hours per week (0.5FTE)
Unsocial Working:	Occasional evening and weekend working may be required, with time off in lieu given in accordance with current policy.
Responsible to:	Finance & Operations Director (OCT)
Line management of:	None
Purpose of Job:	<p>To be responsible and to lead on all areas of Employee Relations, applying expert knowledge of policy and process.</p> <p>To support Line Managers in their role as people managers, providing coaching and guidance.</p> <p>To ensure that our people management / HR policies and practices support a positive organisational culture and experience for staff, shaped by the Oasis ethos and nine habits.</p>

Organisational Context:

Oasis' mission is to build stronger communities. Our work includes our Academies programme (led by our education function, OCL); children's, youth, and community work through our Oasis Hubs (OCP); developing therapeutic education and care, including England's first secure school Oasis Restore; the prevention of human trafficking (STOP THE TRAFFIK – hereafter STT) and supported housing (led by Oasis Community Housing). Together we work towards the joined-up Oasis vision.

This role has been created to recognise the growth in the organisation and as a result the need for increased capacity in our central Oasis Operations Team, which serves our hubs across the country, STT, and our National Office team. There is a focus on resolving employee relation issues, providing technical (HR) expertise, and supporting line managers – providing coaching and working alongside managers to develop their people leadership skills and experience.

The HR Business Partner (OCT) reports to the Finance and Operations Director (OCT) and both are supported by the Operations Team, creating a cohesive, supportive team which aims to provide a responsive, personable, and quality HR and Finance service.

Areas of responsibility and specific duties:

Employee Relations

- To use your employment law knowledge and experience to lead on employee relation issues, providing direction and advice to managers and senior leaders, and working to find an agreeable outcome for both employee and Oasis. This must be done through the lens of the Oasis ethos and 9 Habits and our policies which encourage seeking a resolution through relational channels.
- Ensure that all policy processes and procedures are followed correctly to support employees, Line Managers, and ultimately minimise the risk of adverse publicity, legal action and/or

tribunals.

- Take an active role in any hearing or appeal, supporting the staff and Line Managers involved and advising the hearing panel of legal requirements and best practice.
- Liaise with relevant employment law specialists in the management of any employee issues that could potentially lead to claims against Oasis.
- Advise and work with Line Managers and staff as necessary on team restructures/redundancy and other employee relations issues.
- Provide general help and advice on employment and other issues to Oasis staff. Be a point of contact for staff who have questions, concerns or issues which cannot be fully handled by their Line Manager. Provide signposting for wellbeing issues or pastoral support; and oversee referrals to Occupational Health and liaise with managers as required.
- Provide specific guidance to Line Managers and in-person support to staff in special circumstances such as long-term sickness, Maternity Leave, Bereavement Leave, and Compassionate Leave, etc.
- Act as coach to Line Managers and provide support in their role as people managers. Encourage Line Managers to use the policies as a first port of call with queries. Give guidance to Line Managers in the application of all employment policies and ensure these are applied consistently and fairly. Provide support and training to line managers in pursuing a people-centred and relational approach to their role as staff and team leaders.
- Keep abreast of current and forthcoming employment legislation and emerging trends in people management in the charitable sector; and apply this learning to Oasis policies and best practice.

Policies and procedures

- Lead on shaping, developing, and updating our HR policies and practices so that they are fit for purpose, compliant with relevant legislation and best practice, and help to embed our organisational culture – in line with the Oasis ethos and nine habits. Also to keep HR related Risk Assessments up to date (e.g., Maternity at Work, Work Related Stress).
- Ensure the HR Policies are written in such a way that the Oasis ethos and 9 Habits is threaded through the processes. Work with the (OCP) Policy and Systems Lead to ensure policies are accessible to all staff, and that line managers are trained and supported in how to use them, building people management competence across the organisation.
- Participate in the wider Policy Review panel to ensure all HR policies are compliant with current employment legislation and best practice, ensuring these reflect the ethos and values of Oasis.
- Participate in the Oasis Group Equality, Diversity and Inclusion group and be responsible for monitoring the application of the Equalities Policy, including the assessment of impact of the policy. Apply this learning/assessment to Oasis policies and best practice.

Wider HR support

- Be available as a resource for recruitment/induction processes, particularly for senior roles (e.g., be a part of interview/selection panels; participate in role, recruitment, and induction design for senior roles, etc).
- Advise and participate in salary benchmarking; and take part in a Remuneration Committee as needed to discuss and approve pay changes which are exceptional and/or for senior roles.



- Work collaboratively with People Services teams in the wider organisation to ensure that the HR/people approach is as aligned as possible across Oasis and reflects the Oasis ethos and nine habits.

Relationships/Partners:

Internal:

- OCT COO
- Oasis Group CEO
- Oasis Community Partnerships CEO
- STOP THE TRAFFIK CEO
- OCP Policy and Systems Lead
- All staff employed through Oasis Charitable Trust, Oasis Community Partnerships, STOP THE TRAFFIK
- Oasis Community Learning People Services Team
- Oasis Community Housing
- Oasis Trustees

External:

- Employment law specialists (when required)
- Oasis-appointed Occupational Health provider (currently Maitland Medical)
- Recruitment agencies and other external recruitment providers
- Thirty-one Eight (DBS clearance)
- Oasis-appointed independent financial advisors (employee pensions/insurance, currently Second sight).

People Management:

None.

Responsibility for Resources (excl People)

To ensure that employee records, both manual and electronic, current and leavers, are kept up to date, and secure, using the Midland iTrent integrated HR and Payroll system, ensuring compliance with Data Protection legislation.

Physical activities

Occasional travel to Oasis Hubs and other Oasis locations in the UK.

General

- To support and contribute to the wider vision/mission of Oasis.
- To carry out any other duties as may reasonably be required by the Line Manager
- To take every opportunity to raise support for Oasis.
- Actively to participate in the wider life of Oasis

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification: HR Business Partner (OCT)

	Essential	Desirable
Job knowledge	<ul style="list-style-type: none"> • CIPD qualified (minimum Level 5) or qualified by experience. • Strong knowledge of current employment law with the ability to apply the concepts in a flexible way balancing legal compliance with organisational ethos. 	<ul style="list-style-type: none"> • Graduate in HR Management • Chartered member of CIPD
Experience	<ul style="list-style-type: none"> • Proven experience operating in a generalist HR environment, whether this be an advisor, manager, business partner etc. • Using HR policies and best practice to deal with day-to-day enquiries and issues that arise. 	<ul style="list-style-type: none"> • Experience of TUPE processes, acquisitions and mergers.
Skills	<ul style="list-style-type: none"> • Excellent inter-personal skills, with a focus on finding suitable solutions. • Excellent organisational and time management skills. • An aptitude to think strategically. • Excellent oral/written communication skills (e.g., report writing, minute taking, dealing with senior leaders) • IT skills (MS Office 365 suite and use of SharePoint, OneDrive) • An understanding of GDPR and confidentiality and how it relates to the HR function. 	<ul style="list-style-type: none"> • Financial acumen including the ability to quickly understand the financial consequences of decisions.
Other Attributes	<ul style="list-style-type: none"> • Self-motivated, flexible, and able to work unsupervised in different environments as the need arises. • Willing and able to travel occasionally. • A commitment to equality, diversity and inclusion. • Able to work in person and remotely 	

	<p>as part of a small, busy team and liaise regularly with other functions such as finance and IT.</p> <ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• Ability to form and maintain appropriate professional relationships and personal boundaries.• Emotional resilience in working with people who may be in a difficult position professionally or personally and need support and/or challenge.• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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