



Anna Freud

Job Profile

Job title	HR Business Partner (London base)
Reporting to	Chief People Officer
Employer	Anna Freud
Salary	£52,000 FTE per annum, plus 6% contributory pension scheme.
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, London site: 4-8 Rodney Street, London N1 9JH
Working hours	Full-time 35 hours per week: usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
Holidays	27 days plus Bank Holidays FTE
Contract type	Permanent
DBS level	Standard

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The HR Business Partner's (HRBP) role is to form close relationships with Executive Directors and Senior Managers in order to develop an understanding of the services they provide. By developing effective relationships with key stakeholders HRBPs can provide responsive and proactive solutions which meet business needs.

The role works in collaboration with the wider HR team, HR Operations, Organisational Development and Recruitment to deliver joined up people services.

HR Business Partners are facilitators ensuring that HR adds value by developing their knowledge of the sector that they are supporting and working to ensure that we retain and develop staff in a way that is cost effective and empowering and is focused on service delivery.

The responsibilities for partnering will be split between the Chief People Officer, and the two HR Business Partners. The proposed split of work will be as follows:

HR Business Partner 1: Education & Training, Research, CEO Projects

HR Business Partner 2: Schools, Clinical, Central Support

Main responsibilities of the role

- Meets with key stakeholders to discuss people strategies.
- Provides guidance on people practices such as restructurings, TUPE transfers and redundancies.
- Uses people expertise to develop solutions to help the business area deliver its strategy.
- Influences and builds relationships with people across the business.
- Acts as focal point of people expertise for teams that are involved in implementing new people initiatives.
- Supports managers by providing comprehensive advice on employee relations issues.
- Provides information and advice on the interpretation of company policies including performance management, employee engagement, pay and reward and disciplinary and grievance.
- Ensures that recruitment practices are aligned with diversity, equity, and inclusion strategy.
- Coaches and provides feedback to key stakeholders to develop competence and confidence in dealing with people issues.

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Health and Safety, Safeguarding and Information Governance;

- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements;
- To lead by example by demonstrating the values and behaviours in the Anna Freud behavioural framework, making sure both how we work and what we achieve are equally important;
- To contribute to a values-led culture, recognising that the behavioural framework is shaped by staff across Anna Freud.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please view the table and further information below in full to understand the role requirements. The key criteria used to assess candidates are listed below. Please refer to the assessment method for which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Please include a maximum of eight criteria overall - as agreed in the Kick Off meeting. Please note: criteria listed under “other requirements” can be in addition to the eight criteria and must not be based on skills/experience/knowledge.

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
Experience of developing and implementing policy, experience in implementing HR strategy	Application/Interview
Experience of working in partnership with a range of stakeholders, including managers, employees and external partners	Interview
Experience of developing and managing change projects	Application/Interview
Sound knowledge of UK employment legislation and best practice	Application/Interview
CIPD qualified to chartered status or five years equivalent HR experience	Application
Skills and/or abilities	
Able to coach senior leaders and to drive the people agenda	Interview
Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders	Application/Interview
Able to build credibility and influence at all levels throughout the organisation.	Application/interview
Able to maintain strong relationships with key stakeholders	Interview
Other requirements (where applicable)	
Confident in using computer and technology to deliver reports and information across people data services	Interview
Sound understanding of Equity, Diversity & Inclusion trends and best practice	Application/Interview

During the interview(s), candidates will be asked about our values and equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our

values and inclusive behaviours in all areas of their work. Please read about [our values](#) and [our commitment to EDI](#) before starting your application.

Equal opportunity

We ask you to share your diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our Recruitment team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage, therefore your responses do not form part of our selection process. Please read [our selection process](#) for what to expect when applying for a role.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably. We aim to provide reasonable adjustments where operationally possible for the work that we do. Please read our [application guidance](#) for frequently asked questions. If you require any assistance to apply or would like to find out more about the role, please contact us via recruitment@annafreud.org.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.