

People Business Partner

Role profile

About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
We Impact	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
We Challenge	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
We Elevate	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
We Respect	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

People, Finance and Governance Directorate

The People team sits in our People, Finance and Governance Directorate and helps to drive performance, provide specialist advisory and support services across the business. We have an ambitious strategy to deliver, and our people are our driving force behind that. So here at RCOT, we're building a forward-looking, high performing, inclusive and values-led culture which enables our people to thrive and achieve the best outcomes for the OT profession. Being a well-run and efficient organisation is an integral part of our culture too; we're committed to the highest standards of governance and financial management.

The purpose of your role

As the People Business Partner you'll be reporting to the Director of People, Finance and Governance to set up and deliver a value added business partnering service. You will work closely

with the extended leadership team (ELT) and people managers to diagnose people priorities, create directorate people plans, and help implement organisation-wide people approaches to enable delivery of RCOT's strategy, vision and values. You will bring valuable generalist experience in all areas of the people profession and act as a point of people expertise for the directorates.

Your main responsibilities	What you bring to the role
<p>Business partnering</p> <ul style="list-style-type: none"> • Build strong effective relationships with the extended leadership team (ELT) and people managers to inform the people strategy . • Working with the Director to ensure the People and Culture strategy is effective and supports the delivery of the transformation vision and strategy. • Work with key stakeholders to discuss people challenges and solutions including promoting a high performing, forward-looking, inclusive and values-led culture. • Use evidence and data to identify people priorities for the business and address future workforce needs. • Work collaboratively alongside subject matter experts within the People, Finance and Governance directorate to ensure effective value added people intervention. • Provide guidance on people practices such as organisational development and succession planning. • Bring people expertise and develop great solutions to help the directorate to deliver its strategy. • Act as a key local point of people expertise for specialist teams that are implementing new people approaches. • Question and challenge others to get to the root of people and business issues. • Keep up to date with Professional developments and best practice and identify • external opportunities for networking, • Contribute on reviewing People policies and support designing and delivering people leaders support <p>Values, culture, and leadership</p> <ul style="list-style-type: none"> • Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't. • Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes) 	<p>Knowledge, qualifications, and experience</p> <ul style="list-style-type: none"> • Relevant degree and or professional qualification. You will be a Chartered Member of the CIPD. • Experience of business partnering. Demonstrating the ability to build relationships with stakeholders • Current, up-to-date knowledge of employment legislation including developments in thinking, ideas and tools, which you will have successfully introduced with a demonstrable impact on culture and employee satisfaction. • A solutions-driven and practical ability to create inspiring and engaging content and flex style and tone for different audiences and to ensure an authentic four-nations approach. • Confident to work independently, taking initiative when required and being collaborative as appropriate. <p>Skills and abilities</p> <ul style="list-style-type: none"> • Outstanding written and oral communications skills, and a fanatical eye for detail, accuracy, quality and excellence. • An inquisitive approach to trialling, testing and innovating, in order to do more, better. • Comfortable using metrics to measure success of initiatives, and apply them to future plans to ensure continuous improvement and development. • Demonstrate a curious mindset with the ability to spot and investigate people risks, and to make recommendations for practical solutions whilst understanding the business context. • Highly developed and confident interpersonal skills, with the ability to influence colleagues at all levels. • Confident to work independently, taking initiative when required and being collaborative as appropriate.

Take personal ownership of your career development, seeking support and guidance as needed

- Ability to work under pressure and with a high level of interpretative and analytical skills.
- High levels of self motivation, enthusiasm and passion for culture change.
- The ability to use digital tools to work collaboratively and productively in a hybrid working model, championing and promoting new ways of working.

Other requirements

- An enthusiasm to live and model the RCOT values across all areas of work.
- A demonstrable passion for embedding environmental sustainability principles across all areas of work.
- High levels of self-motivation, enthusiasm and passion for the professional field you represent.
- A demonstrable passion for including equity, diversity and belonging principles across all areas of work.

A bit more about the role:

- **You'll report to** Director of People, Finance and Governance
- **Your contract will be** 12 months fixed term
- **You'll work** 35 hours per week (Monday – Friday)
- **You'll be based at** London Bridge Headquarters (Hybrid working)
- **You'll be paid** circa £50K per annum

Your main relationship will be with:

- Learning and Organisational Development Lead
- Internal Comms and Engagement Lead
- People and Culture Manager
- Extended leadership Team (ELT)
- People Managers

What we will offer you:

- **25 days paid holiday** for the duration of your contract.
- **Christmas closure** – we're closed over Christmas and New Year. Closure dates will vary from year to year, depending on when the bank holidays dates fall. Additional time will automatically be given to all employees to cover any working days during this period. This year we will be open as normal on Thursday 24 December 2024 and then closed until we re-open on Thursday 2 January 2025.
- **Private Health Insurance** (after probation) – Private health insurance is provided for staff members without charge, although you will be liable for any tax deduction.
- **Pension scheme** – RCOT operates a contributory pension scheme, you are eligible to join this scheme from your date of commencement. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- **Life cover** – four times annual salary.
- **Interest free season ticket loan** (after probationary period).

- **Free eyesight testing.**
- **Free Employee Assistance Programme**

Equity, Diversity & Belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQI+ communities.