

# People & Wellbeing Business Partner – Equity & Learning Lead (Fixed Term Maternity Cover to August 2025)

**Team:** People, Wellbeing & Equity Team

**Grade:** Expert 1

**Responsible to:** Head of People, Wellbeing & Equity

**Location:** MHFA England central office and home working

## Role Purpose

To provide business partnering support to all directorates, offering first level advice to directors, strategic leads, and colleagues on general HR matters including employee relations and anything pertaining to the employee lifecycle. Working closely with the People & Wellbeing Business Partner – Operations Lead and covering for each other as needed, this role will lead on all equity and inclusion projects and initiatives within the People team, as well as organisational and individual learning.

The People & Wellbeing Business Partner – Equity & Learning Lead is also involved in producing and analysing data to inform and feed into the People strategy. They will work with the internal stakeholders on developing and delivering interventions to improve communication with and engagement of staff and support wellbeing of colleagues. Equity will be embedded in all aspects of the work of the People team to foster an inclusive environment for everyone in the MHFA England community.

## Key Responsibilities

### Main Tasks

1. Provide support and advice to staff members on the implementation of policies and general HR queries.
2. Support Directors and Strategic Leads to manage employee relations and organisational change, with support from 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 in collaboration with the Leadership Team and Head of People, Wellbeing & Equity to identify organisational and individual learning needs from the review of annual performance appraisals and support with development interventions.
6. Working closely with the Head of People, Wellbeing & Equity and other colleagues in the People team, the role holder will share responsibility for actioning our organisational equity commitments, providing regular progress reports, and engaging with our community, so equity and inclusion is embedded in everything we do.

### Policies and Procedures

7. Ensure that information required is accurately passed to our payroll provider each month for payroll and pension processing.
8. 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.
9. Keep abreast of employment legislation and ensure all processes and practices reflect best practice methods.

10. Be jointly accountable for Health & Safety and review, research and develop all aspects of policy and activity and ensure that it is implemented consistently across the organisation.
11. Work proactively with key stakeholders to establish and maintain a programme of continuous improvement in the management of Health & Safety within their areas of responsibility, which includes conducting regular audits.

### HR Systems and Data

12. Manage the electronic HR management system, leading on training staff to use it effectively.
13. Provide regular management reports and audits on the system to ensure compliance.
14. Update and manage the HR SharePoint files.
15. Manage staff data with any third party providers (e.g. benefits)
16. Undertake regular monitoring and data analysis of initiatives measured against progress of key deliverables as set out in our People strategy, monitoring the impact and reporting on outcomes using pre-agreed success criteria.

### HR Projects

17. Be jointly accountable, with the People & Wellbeing Business Partner – Operations Lead and Head of People, Wellbeing & Equity, for organisational equity, diversity and inclusion initiatives and our ongoing commitment to anti-racism
18. Support the implementation of best practice in equity, diversity and inclusion across our People policies and practices and develop reporting metrics.
19. 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.

20. Oversee and manage the enrolment and entitlement of any relevant staff benefits.
21. Co-manage the relationship with benefits providers, with the People & Wellbeing Executive, and any related administrative work, ensuring that all employees have access to information and the services they need.
22. Provide expertise around HR, equity and inclusion for MHFA England colleagues in delivering our business commitments and strategy, creating materials and resources as required.
23. Support organisational learning with a focus on HR, wellbeing, equity and inclusion, including the design and delivery of learning interventions, to upskill our community.
24. Input into functional and cross-functional strategies and plans, where relevant, based on detailed understanding of HR, wellbeing, equity and inclusion and potential implications and impact on our diverse communities.
25. Support the delivery of our annual and any interim People surveys, including data collection and analysis, presentations and follow up actions.

## 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"> <li>• Member of CIPD</li> <li>• Educated to degree level or equivalent experience in a similar field</li> <li>• Minimum of 2 years' experience working in HR, including leading on employee relations casework</li> <li>• Experience of working in an advisory capacity at all levels of the organisation</li> <li>• Experience in writing/reviewing policies through an equity and inclusion lens</li> <li>• Demonstrable experience in the implementation and maintenance of equity and diversity programmes and/or initiatives</li> <li>• Proven experience in designing, implementing, facilitating and delivering training workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in HR to level 5 or equivalent experience</li> <li>• Experience with working with external agencies and advisors</li> <li>• Experience of running regular payroll process</li> <li>• Line management experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of HR policies and practices relating to employment law</li> <li>• Knowledge of implementing employment law and best practice</li> <li>• Experience and knowledge of HR data management systems and reporting</li> <li>• Knowledge of the Equality Act 2010 and subsequent developments in equity and inclusion best practice</li> <li>• Knowledge of mental health, wellbeing and equity strategies in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> </ul>



	Essential	Desirable
Skills/ Abilities	<ul style="list-style-type: none"> <li>• Strong organisational skills, attention to detail with excellent verbal and written communication skills across different audiences at all levels</li> <li>• Experience and ability to develop and manage effective relationships with external partners and agencies</li> <li>• Ability to demonstrate initiative</li> <li>• Ability to consistently apply standards and frameworks</li> <li>• High emotional intelligence with ability to have difficult conversations and handle situations sensitively</li> <li>• A practical understanding of and confidence with using MS Office</li> <li>• Able to prioritise workloads and stakeholders in a fast paced and demanding environment</li> <li>• Effective management, influencing and facilitation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing skills</li> <li>• Demonstrable peer-peer support skills</li> <li>• Demonstrable customer service skills</li> <li>• Strong project management skills with the ability to move from planning to execution and deliver tangible results</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Positive, can-do attitude</li> <li>• Proactive and ability to work under own initiative</li> <li>• Ability to work as part of a team and share knowledge and ideas</li> <li>• Attention to detail</li> <li>• Organisational skills</li> <li>• Good problem-solving skills</li> <li>• Proactive approach to continuous personal development</li> </ul>	
Core Beliefs	<p>At MHFA England we would like for all applicants and staff members to hold shared fundamental beliefs such as:</p> <ul style="list-style-type: none"> <li>• <i>Equal opportunities for all</i></li> <li>• <i>Working collaboratively instead of siloed</i></li> <li>• <i>Ability to learn and grow – taking on new ideas</i></li> <li>• <i>Compassion and empathy</i></li> </ul>	



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