

RECRUITMENT PACK

HR BUSINESS PARTNER

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

HR Business Partner (HRBP)
(BDCH6272)



Department/Team

Human Resources



Location

Battersea London – hybrid (with
some travel to other sites)



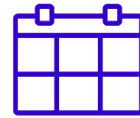
Salary & Grade

£54,590 per annum



Hours

35 hours per week, but we're
always happy to discuss flexible
working, part-time hours and job
share arrangements (minimum 4
days per week)



Duration

Permanent

ABOUT THE ROLE

This role business partners with our Operations, Intake & Rehoming, Volunteering, Animal Welfare and Clinic teams. The postholder will build collaborative relationships with leaders and managers to drive change and create positive impact for teams and individuals through a range of people practices and interventions.

The role of the HRBP is to critically question information and evaluate it to make judgements and decisions that mitigate people risks. We are looking for someone to consistently role model professional principles, behaviours and values, collaborating with colleagues and providing insights and guidance to co-create solutions that help business areas to achieve their plans and positively impact on the employee experience.

RESPONSIBILITIES

	Estimated % time
<p>Build collaborative relationships with leaders and managers across relevant business areas. Understand departmental strategies, plans and key challenges, and identify and promote appropriate workforce planning, HR interventions and people solutions which can support this. Coach, advise, challenge and influence to ensure that approaches are in line with Battersea’s organisational and people strategy, good practice and employment law.</p> <p>Provide HR advice, support, guidance, challenge and influence to leaders and Managers to ensure that approaches are in line with the organisational and people strategy, departmental plans, good practice and employment law.</p> <p>Use people data and insight to inform high quality, timely and appropriate HR interventions, plans, and decision-making, ensuring effective use and understanding of HR systems by self and HR Advisors.</p>	20%
<p>Provide expert guidance on employee relations matters to leaders, managers and HR Advisors, ensuring the effective management and resolution of employee relations issues, in compliance with UK employment law and best practices, to enable a positive workplace environment and improved business outcomes.</p>	15%
<p>With the support of the Lead HRBP and Strategic Change Lead, manage organisational change in partnered areas including restructures, advising managers to ensure role and team designs are appropriate and in line with directorate objectives and organisational strategies, and supporting the implementation of cultural change initiatives.</p>	15%
<p>Work collaboratively with the Lead HRBP and other colleagues within the HR team and more widely across the organisation to plan, manage and deliver specific workstreams on the HR & L&OD workplan.</p>	15%
<p>Work with the L&OD Partner for relevant business areas identifying, developing and delivering appropriate people development solutions for Managers staff and teams which address identified need in line with the organisational and people strategy and departmental plans</p>	10%

<p>Manage the HR Advisors for relevant business areas, role modelling Battersea leadership behaviours and working with HRBP colleagues to encourage and establish a high performing, collaborative and inclusive working culture and standards across the HR Advisors, ensuring HR advice and support is high quality, efficient, customer and solution focussed. Provide coaching, mentorship, guidance, and professional development opportunities to help the HR Advisors to grow in their roles and effectiveness.</p>	10%
<p>Work with the D&I Business Lead and relevant business areas to implement Battersea's D&I action plan, influencing leaders and managers to ensure it is embedded into their planning and ways of working, and leading on specific workstreams to integrate D&I into people practices to create value.</p>	5-10%
<p>Work in partnership with the HR Operations Manager and Resourcing Manager to facilitate effective recruitment to roles across relevant business areas, through workforce planning, supporting with job design, job evaluation and salary benchmarking, ensuring effective campaigns to attract a diverse range of good quality candidates and participation on recruitment selection panels where required.</p>	5-10%
<p>Support the delivery of the monthly payroll process by ensuring data and changes relating to staff and teams in relevant business areas are accurate and up-to-date, and supporting with timely checking of any key changes or data in line with payroll schedules.</p>	<5%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE

- MCIPD level 7 qualified (or equivalent through experience)
- Strong working knowledge of current UK employment law and human resources concepts, practices and processes, with good experience of dealing with and resolving complex employee relations issues
- Experience in a business partnering role, including experience of establishing positive, credible and influential working relationships with leaders, managers and colleagues, ideally working with frontline teams in a values-led, mission-driven organisation
- Proven experience of initiating and leading the successful delivery of HR projects
- Good experience of understanding organisational priorities and translating these into effective HR interventions and solutions that deliver measurable impact
- Experience of providing advice on departmental structures and development to ensure business change and restructures are managed effectively
- Good experience of coaching and developing the people management capability of leaders and managers
- Experience of continuous process improvement to ensure a good quality service and experience for managers and staff interacting with HR processes
- Experience of successfully motivating, leading and developing high performance teams to deliver a great HR service to managers and staff
- Commitment to, and ideally experience of, increasing workforce diversity and shaping an inclusive working culture

ESSENTIAL SKILLS

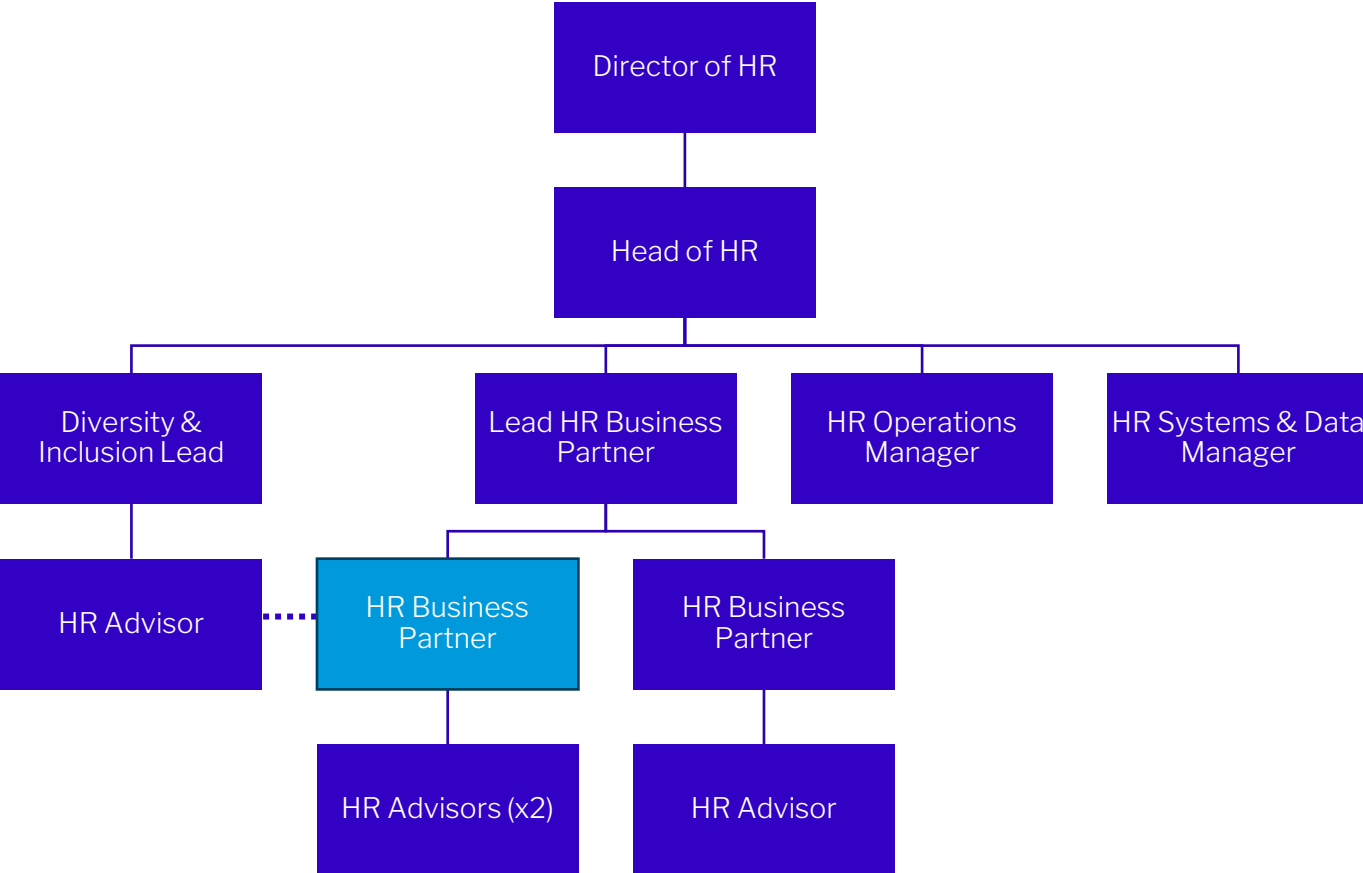
- Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
- Ability to use people data and analytics to provide insight, answer questions and make decisions
- Excellent written & verbal communication skills
- Ability to work across all areas of HR
- Ability to take initiative to resolve business area issues
- A flexible approach to managing and prioritising a high workload and multiple complex issues and tasks in a changing environment
- Ability to keep up to date with and apply good people management practice in your role and within the team



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

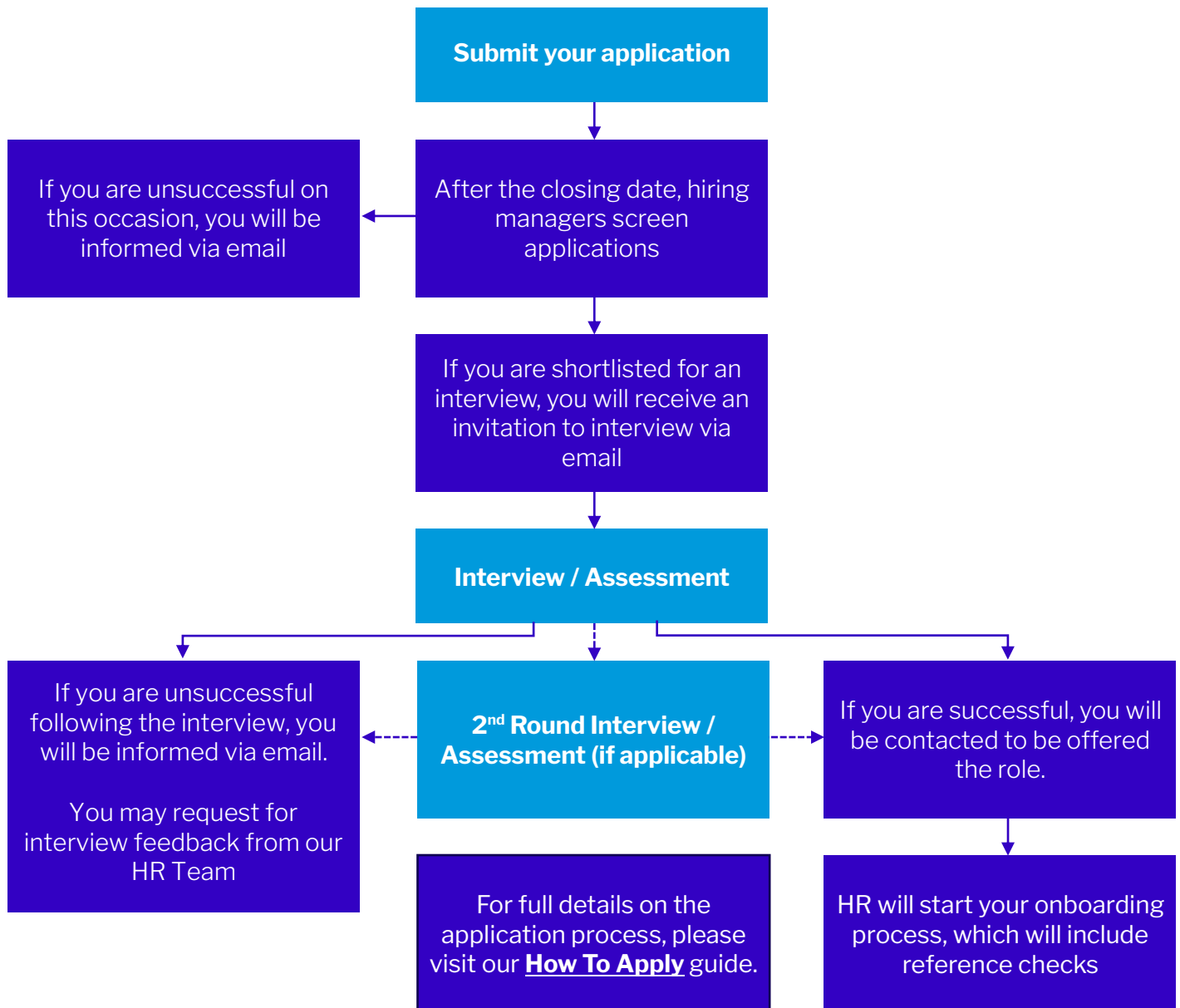
23rd May 2025



Interview Date

w/c 2nd June 2025

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

Patron HRH The Duchess of Cornwall GCV
President HRH Prince Michael of Kent GCV

