

Role Specification

People and Organisational Development Partner

Post: People & Organisational Development Partner
Reports to: Head of People & Organisational Development

Job summary

To be an integral part of Brook's People & Organisational Development function, providing consistent and reliable support in relation to policies and procedures with the practical application of employment law. Actively engaging with managers to bring employee relation issues to early resolution and proactively monitor trends and themes across the organisation. Play a key part in the employee lifecycle with emphasis on recruitment, attraction and retention.

Key responsibilities

- Actively participate in the research and development of HR policy updates, procedures in line with employment law and best practice, and support our culture of continuous improvement.
- Provide coaching and support to line managers in relation to all aspects of early or informal employee relations including but not limited to, Probation, performance management and capability processes, grievance and disciplinary investigations.
- Actively partner with managers to provide consistent advice, guidance and support on a range of employee related issues, such as absence management, employee relations and performance management, reaching early resolution. Actively take the lead on formal employee relation case work.
- Report and monitor sickness absence levels, advising managers to ensure a consistent approach is taken to reduce absenteeism. Oversee all Stage 1, 2 and 3 absence meetings and OH reports where required.
- Be integral to all organisational change developments including recommendations for change, structure and job design. Ensure organisational change is managed sensitively and in line with policy and employment law.

People & OD Partner, April 2025

All roles will develop and Brook may change the role scope in consultation with the post holder

Assist with organisational restructures and TUPE regulations in times of growth and reduction.

- Oversee POD Assistant workload to ensure accuracy and completion and actively support with individual growth by providing opportunities for development.
- Be responsible for all POD systems, ensuring information is up to date, accurate and maintained in line with GDPR regulations. To continually seek improvements to the systems and processes and ensure its utilised to its full capacity.
- Work closely with managers to understand key skills and experience required for vacant positions and actively take part in the recruitment and onboarding processes.
- Work closely with Payroll to ensure all data entry is accurately transferred.
- Monitoring and reporting on workforce and succession planning as well as analysing trends and metrics. Provide reports to the Head of POD as requested
- Contribute to the identification and lead on areas for improvement within the People and OD function and report accordingly.

Other general responsibilities and expectations

- Work collaboratively with colleagues in the team.
- Recognise and accept responsibility for own personal development. Fully participate in Brook's appraisal system and personal development planning process on a regular basis.
- Attend internal staff and supervision meetings to inform and support training and to keep up to date with developments in relevant fields.
- Comply with Brook's standards of information governance, data security and protection, and documented systems and procedures.
- Work within the policy framework of Brook including code of conduct, maintaining confidentiality and safeguarding.
- To perform other duties commensurate with the terms and conditions of the post as required.

NB: This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Brook reserves the right to amend the job description as the role develops with the organisation.



Brook is committed to equality in employment and service delivery and all those working for Brook are expected to actively promote equality and diversity in all aspects of their work.

Person Specification

Experience

- Experience of working in a HR/People and Organisational Development role, supporting and advising managers and staff across a range of people management issues.
- Experience of leading and managing recruitment and selection processes for roles at all levels and ensuring legislative compliance.
- Supervising work, including delegation of tasks, setting standards and providing feedback.
- Extensive experience of current and future employment legislation.
- Leading change programmes and successful project management.
- Experience of working collaboratively with internal and external colleagues to implement new procedures.

Skills and Abilities

- Excellent organisational skills and attention to detail with a proactive approach to delivering professional and high-quality work.
- Excellent interpersonal skills with the ability to interact with all levels and build effective relationships.
- Ability to prioritise own workload in an organised manner and work under pressure during times of competing priorities.
- Professional and customer focused approach including absolute discretion, confidentiality, diplomacy and sensitivity.
- Ability to use own initiative, work independently and as part of a team, sharing ideas of good practice.
- Ability to constructively challenge managers to ensure effective working practices are maintained and positive outcomes are secured.
- Competent in using Microsoft Packages with excellent analytical skills.

Knowledge

- Knowledge of People and Organisational Development issues within the charitable sector.
- Extensive knowledge of POD legislation.
- Extensive knowledge of the POD policies relevant to your role.

Education and training

- Level 5 CIPD qualification or equivalent

- Commitment to continued development

Other requirements

- Commitment to working outside of normal office hours if required
- Willingness to take accountability for own actions in the delivery of objectives
- Work within Brook's confidentiality, protecting people and safeguarding policies
- Commitment to work within diversity policy and in an inclusive, open and transparent one organisation style

□

NB: This job description identifies the key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. Brook reserves the right to amend the job description as the role develops.

Brook is committed to equality in employment and service delivery and all those working for Brook are expected to actively promote equality and diversity in all aspects of their work.

From time to time, due to the needs of the service, undertake other duties that are consistent with your role and banding, including absence cover.

This job description and person specification may be subject to review from time to time in consultation with the post-holder.