

## **HR Business Partner**

### **About UKCEH**

The UK Centre for Ecology & Hydrology is an independent, not-for-profit research institute carrying out excellent environmental science with impact. Our 500 scientists work to understand the environment, how it sustains life, and the human impact on it. We provide the data and insights that governments, businesses and researchers need to create a productive, resilient and healthy environment. Scientific curiosity, integrity and transparency are at the heart of how we work.

### **Department overview:**

The People and Skills (P&S) Team includes our generalist HR/employee lifecycle support, talent acquisition, compensation and benefits, payroll and talent development. It is a small but evolving team that delivers a wide variety of services and advice to our colleagues. We use Workday to facilitate many of our operational processes and are currently on a transformation journey to ensure that we have the skills and experience needed to support the ongoing development of both the P&S offering and the future needs of UKCEH.

### **Role overview:**

The HRBP is a key role in the P&S Team and will have day to day responsibilities for providing timely and HR policy and advice to managers and employees throughout the organisation. You will be part of the leadership team in P&S and will ensure that a variety of key projects are delivered and that the wider team has the HR knowledge and mentorship that they require.

### **Responsibilities:**

- Act as an escalation point for HR queries that require additional support
- Responsible for timely and compliant resolution of ER cases as and when required
- Work closely with HR system (Workday) specialists to ensure that Workday is fit for purpose, appropriately updated by your team and has a clear path for continuous improvement
- Provide regular HR metrics and partner with the senior management team to create a HR dashboard to be used internally (P&S Team) and externally with the organisation
- Accountable for the timely and compliant response to incoming queries
- Partner with the Payroll Manager to ensure that all payroll information is updated in a timely and effective manner.
- Partner with the talent acquisition team to ensure that all recruitment activity is effectively actioned. Provide support where needed to scope out new roles and liaise with hiring managers
- Collaborate with TA team to ensure all candidates have a smooth transition from onboarding to Day 1 and beyond

- Partner with the talent development team to ensure that you have an overview of learning and development activities at UKCEH
- Collaborate with the TD team where needed to support the ongoing development of the UKCEH toolkit for managers

**Skills and experience:**

- Demonstrable track record of delivering at BP level
- Confident, clear and approachable Management style – set clear expectations and ways of working
- Excellent communication skills – confident working with stakeholders across all areas of a business and able to inspire confidence through actions
- Confident user of HR systems (UKCEH use Workday)
- Up-to-date and in practice knowledge of employment law and can demonstrate how stays up to date
- Track record of creating and implementing employee engagement best practice
- Track record of highlighting EDI best practice
- Can clearly articulate how you have used MI to improve and enhance HR advice and delivery to a business

**Please note that this is a draft JD for the role of HRBP as the People and Skills team are under transformation. Therefore, some responsibilities may evolve over time.**