



Job Description

Service	Human Resources
Job Title	Regional Human Resources Business Partner
Base	Various
Hours	37.5 hours per week
Reports to	Head of Human Resources
Purpose of Job	<p>To lead and be responsible for the provision and development of the HR service within a given region.</p> <p>To lead a team of HR Advisors and HR Assistants on a range of HR issues and cases to ensure the implementation of high quality HR practices throughout the region.</p> <p>To ensure that managers are provided with high quality advice and guidance to enable them to achieve organisational goals and meet responsibilities to the people they manage.</p> <p>To proactively partner with the Executive Director to identify HR priorities and objectives for the region in line with objectives for the region and to support the development of the region e.g. in relation to new business, the development of managers' capabilities, etc.</p> <p>To coordinate HR Advisor and HR Assistant team tasks using the resources with the team and ensure these are completed to time and quality and budget.</p> <p>To lead on complex TUPE transfers or cases as determined in conjunction with the Head of HR or Executive Director.</p> <p>To lead on the review of or introduction of new policies/procedures and organisational projects as determined in conjunction with the Head of HR.</p> <p>To deliver objectives within best practice, to time, quality and budget</p> <p>To be part of the regional operational Senior Leadership Team.</p> <p>To deputise for the Head of HR on a range of HR matters.</p>

	To operate as part of the HR Management team alongside the Central HR Business Partner and to provide cover across the management team as necessary.
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Key responsibilities:

- Manage and coordinate the activities of Regional HR Advisors and HR Assistants, utilising resources to meet regional and HR priorities.
- To provide line management, supervision and leadership to the regional HR team in order to develop both the team and staff in their current role and prepare them for future roles, and to achieve performance outcomes in line with service level agreements, and regional and national projects.
- Develop a learning and performance culture within the Regional HR team to ensure Regional HR Advisors deliver results and support case management in line with Proactive Case Management principles. Coach, develop and mentor teams in order that they achieve their professional objectives and build upon their soft skills and behaviours as well as technical skills
- Provide day to day advice, guidance and coaching to Regional HR Advisors and HR Assistants to ensure the provision of high quality, values-based and consistent HR advice across all aspects of the employee lifecycle, including discipline, grievance, performance management and all aspects of organisational change
- Proactively partner with the Executive Director to drive a responsive and high quality HR service to managers and staff to assist services in achieving their objectives. To build and maintain meaningful working relationships with stakeholders and participate in and contribute to stakeholder meetings as required.
- Provide advice and guidance to stakeholders on a range of HR issues, seeking to ensure that good employment practices are followed at all times.
- Lead the management of staff transfers/significant change management processes by Regional HR Advisors, ensuring all necessary legal documentation and policy are followed and an effective implementation achieved.
- Lead on regional and national HR Projects as determined by the Executive Director and the Head of HR.
- Lead on specific HR policy and procedure development in order to develop and continuously improve excellent HR practice across CGL. Be responsible for ensuring that the implementation of changes in the region takes place, is effective, and that changes are understood and embedded.
- Be responsible for leading on a thematic as determined by the Head of HR
- Be responsible for ensuring consistency across the whole HR service by understanding and working through the implications of decisions/approaches being considered and collaborating with other Regional HR Business Partners and the Central HR Business Partner to establish consistent ways of working.

- Develop a robust understanding of both the organisation and the region and understand its specific complexities and challenges regarding current and future delivery, so that the best advice can be given and HR practices can be tailored appropriately
- Ensure CGL meet its legal obligations in the employment of staff, reviewing new legislation, ensuring changes are communicated to the wider HR team, and being responsible for in the development of appropriate employment policies and procedures as determined by the Head of HR
- Ensure principles of CGL's equal opportunities and EDI policies are adhered to
- Ensure confidentiality of personal data is maintained
- Undertake all other duties as required commensurate with the post

General terms of reference

In carrying out the above duties the post holder will:

- Work flexibly across operational sites as required.
- Seek to improve personal performance, contribution, knowledge and skills.
- Participate in appraisal (PDF), training and supervision processes.
- Keep abreast of developments in services, legislation and practice relevant to HR practice.
- Ensure the implementation of CGL policies.
- Contribute to maintaining safe systems of work and a safe environment.

Person Specification

Essential criteria:

- Considerable HR experience of a wide range of complex employee relations issues
- Thorough and comprehensive knowledge of employment law
- Thorough and comprehensive knowledge and experience of good HR practice
- Excellent interpersonal and communication skills
- Considerable and demonstrable evidence of problem solving skills and the application of judgement to a range of complex cases
- Previous management/supervision or coaching of other HR staff
- Knowledge of HR systems and procedures
- Excellent knowledge of employee relations management

- Significant experience of managing TUPE transfers
- CIPD qualified or equivalent experience
- Willingness and ability to travel throughout UK
- Commitment to personal professional development

And the ability to:

- Communicate confidently and effectively, verbally and in writing
- Achieve outcomes through others
- Respond flexibly to the demands of the post
- Work as a member of a team
- Work autonomously, organising a multi workload under pressure
- Challenge in a respectful and constructive manner
- Understand and have a commitment to the principles of equal opportunities and diversity
- Work within a fast paced environment

Desirable criteria:

- Project management skills
- Working within the voluntary sector
- Managing staff across geographical areas

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.