## HR Business Partner

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific Business goals and objectives agreed with the Business Unit Senior Management team. Working with BU Line Managers to identify and build capabilities, behaviours, structures, processes to support the Business Unit Strategy.As an HR Business Partner you will act as a strategic partner to your business unit on key HR activities, e.g. resourcing, performance management, reward, talent management, succession and career planningWork closely with the HR Director to ensure that HR strategic actions are delivered within the Business Unit Influence business leaders to have accountability and actions to deliver the People strategic planBe a trusted advisor and source of expertise on people matters to your local SMTProvide training, guidance and coaching where appropriate to managers and employees on HR mattersPlay a key role in client facing people initiatives where appropriateEnsure that our People Promise is lived and breathed within your business unit and tangible actions, in line with the business wide HR strategy, are translated into action, supported by the right management and employee behaviours.Drive the implementation of business wide HR projects and initiatives into your business unit including taking on responsibility for the formulation and implementation of the Business Unit People Plan |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situations Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedback Build development plans with others |

## Role definition

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| **Summary of role**  | Accountable for providing a proactive, solution focussed HR service across key areas of the business, providing advice and guidance to managers and employees on all employment related matters across the entire employee lifecycle.Flexible, consultative and solution-focused approach required with the ability to influence effectively, build constructive working relationships and have project credibility. |
| **Responsibilities and accountabilities**  | Participate as a member of the Senior management team within the Business Unit Work closely with recruitment team to manage recruitment process to ensure selection and retention of capable and motivated skill base that is aligned with the Business Unit pipeline of work and strategy/needs of the businessEnsure yearly Performance review and objective setting process takes place within the Business Unit. Resolving complex employee relations, complaints issues and provide line managers with the skills to resolve routine ER issues in their areas.Evaluate and facilitate business training needs and support effective succession planning processes to ensure a structured training plan is in placeCollaborate with the management team to ensure consistent application of business wide policies and initiativesCollect, analyse and interpret information to provide management information and HR solutions to facilitate the effective development of the business.Line manage and develop other HR and Learning and Development staff within your Business Unit |
| **Qualifications, training and technical knowledge**  | CIPD QualifiedDemonstrates a high level of influencing and persuasion skills at all levelsSelf-management ability and project management skillsAbility and confidence to networkFull UK driving licence |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |