Versus Arthritis

Job description

Job title: People Business Partner

Reports to: Lead People Business Partner

Department: People Services

Directorate: People and Culture

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**People and Culture (P&C) Directorate**

Our People and Culture Directorate delivers all our people related services including Culture, People Business Partnering, People Operations, Diversity, and Inclusion, Learning and Development and Volunteering and Involvement. We work together to ensure that Versus Arthritis is a great place to work and volunteer and that everyone feels, engaged, motivated, supported, valued, included and able to do their best for people with arthritis.

Job purpose

Deliver a credible, effective, and trusted people partnering services across a designated business area building confidence and effective working relationships with key stakeholders by offering expert advice, guidance and support on all people management and development matters. Taking a pro-active approach to continuous improvement helping to shape a positive, inclusive and high-performing culture which enables the charity to deliver its strategic goals and positively impact people with arthritis.

Main duties

* Provide expert people management and development advice, guidance and support to a designated business area covering all aspects of the employee lifecycle, ensuring alignment to strategic objectives and organisational culture.
* Coach, challenge, influence, and support managers at all levels to champion, foster and embed best people management and development practices which promote a high-performance and employee engagement.
* Partner with leaders and people managers across the organisation to embed values and behaviours, drive people and culture initiatives, manage expectations and promote equality, diversity and inclusion, throughout all activity.
* Provide guidance, practical advice and constructive challenge to co-create workable solutions that promote early intervention and informal resolution to address issues that arise during the employee lifecycle.
* Manage informal and formal case work to conclusion, applying best practice and ensuring fair process, promoting positive resolution wherever possible whilst continually assessing risk and ensuring compliance.
* Support the design and delivery of workforce planning, resourcing, restructuring and change programmes, ensuring structures and roles have clear purpose and align to strategic objectives.
* Support the identification of workforce development needs and contribute to the design and delivery of development and training sessions.
* Contribute to the development and effective implementation of principles-based, fit for purpose people policies, which reflect our culture and values and provide the framework to promote high performance.
* Take an evidence-based approach through interpreting workforce data, management information and employee feedback to identify trends that shape interventions to meet business needs.
* Support and participate in projects as required e.g. Investors in People, System Development, Employment Offer, Reward and Recognition, Inclusive Recruitment.
* Provide mentoring, coaching and developmental support to develop junior members of the People Services offering opportunities to gain experience, shadow and understand the business partnering model.
* Embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* Ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* Embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* Undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Directors, Heads and People Managers.
* People Services Team.
* People and Culture Directorate.
* People Managers.
* Employees.
* External providers of people services (including legal, occupational health, wellbeing, learning and development).

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Strong background in generalist people management advice, including managing employee relations cases and organisational change.
* Experience of delivering a business partnering service, aligning advice and guidance to strategic objectives and organisational culture
* Good understanding of the Equality Act, disability awareness, intersectionality and experience of delivering support beyond compliance.
* Experience of the practical application of employment legislation within the workplace and strong understanding of associated risks.

Qualifications and professional memberships

* Chartered Institute of Personnel and Development (CIPD) Level 5 or equivalent.

Skills

* Effective communication which engages individuals and audiences and deliver clear and concise messaging.
* Strong relationship building and collaboration skills at all levels with a focus on achieving positive shared outcomes.
* Ability to risk assess and use evidence, data, and insights to inform advice and decision-making processes.
* Ability to apply empathy and understanding, recognising individual needs whilst balancing organisational requirements,
* Effective management of uncertainty and ambiguity with the ability to apply flexibility and adaptability whilst working at pace.
* Influencing and negotiation skills with the ability to recognise the benefits of compromise.
* Coaching skills which develop the knowledge, confidence, and capability and help people work to the best of their ability.
* Competent in Microsoft Office packages.

Desirable experience, knowledge, and skills

* Designing, delivering, and facilitating learning and development initiatives.
* Working in the charity and or health sectors.
* CIPD Level 7 qualification or qualified through experience.
* Experience of using iTrent (Human Resources Information System).

Criminal Record Check

Versus Arthritis is committed to keeping children, young people, and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.