

People Business Partner

Reports to: Head of People & Culture

Team: People & Culture

Line Management Responsibility: N/A

Salary £45,000

Closing date – 13th May 2024

Job Description

Summary

Acting as a strategic people partner for Guy's & St Thomas' Foundation, this role will drive people management initiatives, support the Foundation Strategy and the delivery of a strategic plan to achieve this. The role will have a designated internal client base to directly partner and will support the Foundation in promoting its corporate values and shaping a positive culture.

This role will establish consistency of practice with all Foundation People Business Partners and ensure delivery of a cost effective, customer-focussed service whilst continually striving for excellence.

Key responsibilities:

Strategic Business Partnering

- Develop a thorough understanding of the Foundation and the business area where you are providing support in order to provide a full people partnering service.
- Translate People strategy and agreed deliverables for your designated business areas into achievable plans and a prioritised implementation map.
- Establish effective relationships with business leads to enable you to provide valued interventions and insights on people management strategies.
- Advise directorate managers on managing people effectively including treating people fairly and professionally to ensure employee engagement and the delivery of Foundation objectives.
- Work with directorate leads to identify skills and capabilities they need to deliver current and future work, liaising with the Talent Management Hub (Learning & Development and Talent Acquisition) to manage the resourcing and talent processes.
- Partner with business area leads to develop learning and development plans for your designated directorate, and liaise with the Learning & Development Manager to identify gaps in levels of capability.

- Work with the Head of Learning & Development to introduce talent mapping initiatives and ensure that leaders and managers within designated directorates are equipped with the skills and confidence to manage effectively.
- In liaison with the People Advisor, provide regular key people metrics with analysis, narrative and ideas to encourage your designated business leads/managers to seek continuous improvements and regular review of individual and team delivery.
- Work with, and bring in, specialists across the People & Culture directorate (e.g., Learning & Development, Talent Acquisition, DEI) to respond to planned and emerging people and business objectives.

Advise, manage, and support

- Develop and maintain all Foundation policies, procedures, processes and forms required to deliver a People service capable of ensuring that the Foundation discharges its duties efficiently and effectively.
- Ensure legal compliance of all People processes and procedures, enabling best practice to be attained in providing guidance to managers and employees, and safeguarding the Foundation's reputation in the execution of its duties.
- Ensure up to date knowledge of all employment policies and procedures and provide advice and input as required.
- Act as a point of contact for employees to discuss confidential matters or grievances.
- Partner with line managers to provide advice on employee issues, coach managers on how to manage people and resolve employee issues including via the grievance and disciplinary processes.
- Stay current on industry trends, employment law and best practice to provide guidance to managers and staff on all People, legal and compliance issues.
- Foster a positive working environment for all people working at the Foundation.
- Process monthly payroll promptly and accurately with supervision from the Senior People Business Partner.
- Contribute to the Foundation's strategic approach to diversity equity and inclusion (DEI) and work to actively embed practices which promote DEI across the Foundation's approach to its workforce and people processes.
- Act as a diversity, equity and inclusion (DEI) champion, representing the directorate and liaising with employee networks on People related issues, policies and procedures.

Performance management

- Partner with directorate leads to drive appropriate and timely performance management and improve performance delivery.
- Manage individual review cycles for your designated directorate, sending reminders to managers when reviews are due and signposting staff and Line Managers to further support and guidance.
- Coach managers on the use of PDPs.
- Promote mandatory eLearning and ensure it is undertaken within prescribed timescales.
- Working with the People Advisor and business leads provide oversight of the 360 feedback surveys for end of year reviews for your directorate.

Employee Engagement and Organisational Development

- Take on/lead any other projects as requested by the Head of People & Culture or Chief People Officer
- Nurture a positive working environment by embedding the company culture and values in the implementation of all people related initiatives.
- Provide mentorship to junior colleagues in the People & Culture directorate and play a key role in their development.

These responsibilities are not exhaustive, and the Foundation reserves the right to assign other duties commensurate with the role as required.

Person Specification

Skills, abilities, and attributes:

- Excellent interpersonal skills and effective communication skills (including presentation skills) with a high degree of cross-cultural sensitivity.
- An ability to work as a highly effective team player, able to both collaborate and lead.
- Comfortable with ambiguity and confident to working autonomously.
- Emotionally resilient and able to cope with, and resolve, conflict.
- The ability to influence stakeholders at all levels.
- Tact, diplomacy, and discretion.
- Ability to use own initiative and good at problem solving.
- Exceptional communication skills, oral and written.
- Numerate with commercial awareness.
- Pragmatic, proactive and solutions driven.
- Dynamic self-starter who can prioritise and work under pressure.

Knowledge, experience, and qualifications:

- CIPD qualified or equivalent.
- Sound knowledge of employment legislation and its application.
- Strong understanding of diversity, equity and inclusion concepts and the impact the People function can have in embedding an inclusive and equitable culture.
- HR Generalist experience across a broad range of HR functions and employee lifecycle, and best practice for those.
- Managing employee relations and related processes.
- The ability to analyse and report on HR information and data.
- Experience of working in a fast-paced environment and managing multiple concurrent workstreams.
- Implementing and supporting change management

How to apply

Thanks for your interest in working with us.

We are working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and roles specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk