Versus Arthritis

Job description

Job title: Lead People Business Partner

Reports to: Head of People Services

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

To oversee and manage our people partner team ensuring the delivery of a credible, effective, and trusted people partnering service across the charity, building confidence and effective working relationships with key stakeholders ensuring expert and consistent advice, guidance and support on all people management and development matters. Leading 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

* Oversee the People Business Partner model ensuring expert people management and development advice, guidance and support is delivered across the charity covering all aspects of the employee lifecycle, ensuring alignment to strategic objectives and organisational culture.
* Embed and champion the people partnering model across the charity leading and supporting the team to deliver consistent, creative and impactful ways to promote high performance and employee engagement through:
* coaching, challenge, and influencing
* effective use of data and evidence
* embedding our culture and values
* creating people focused solutions
* providing constructive challenge
* educating, supporting and upskilling
* Provide expert advice and lead on escalated and complex employee relations cases and investigations, pro-actively managing risk, applying mitigations and evaluating cases to drive continuous improvement and learning through all casework.
* Track, monitor and report on all business partnering activity, ensuring the team apply best practice and fair process, promoting positive and early resolution wherever possible whilst continually assessing risk and ensuring compliance.
* Drive customer focused performance and process improvements across the People Services function through effective and consistent use of systems and technology and working collaboratively with colleagues.
* Lead, manage and successfully deliver people projects and initiatives ranging from complex cross-functional projects to localised service process improvements.
* Take a lead role in the development and effective implementation, socialisation and education of principles-based, fit for purpose people policies, which reflect our culture and values and provide the framework to promote high performance.
* Work with the People and Culture Senior Manager Team to drive strategically aligned cultural change translating this into impactful operational activity.
* Embrace, embed, model and deliver our values and commitments throughout all activity including all people management duties undertaking a coaching style which generates engagement and enhances the people experience.
* 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.

**People management responsibilities**

* People Business Partners x 4.

Key stakeholders and relationships (internal/external)

* People Business Partners and wider People Services Team.
* Directors, Heads and People Managers.
* People and Culture Senior Management Team and wider Directorate.
* 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 with a specialism and successful track record in managing complex employee relations cases and organisational change programmes.
* Experience of delivering a business partnering service, aligning advice and guidance to strategic objectives and organisational culture.
* Building, leading and managing customer focused high performing teams.
* Experience of using Human Resources (HR) systems and technology to maximise efficiency.
* Good understanding of the Equality Act, disability awareness, intersectionality and experience of delivering support beyond compliance.
* Managing people related projects which realise benefits and add value.
* 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 7 or equivalent.

Skills

* Effective communication which engages individuals and audiences and delivers clear and concise messaging.
* Strong people manager, with the ability to engage, develop and support promoting autonomy, ownership and high performance.
* Ability to think strategically, problem solve and analyse context, applying internal and external insight and evidence and to inform decision-making.
* Excellent relationship building and collaboration skills at all levels with a focus on achieving positive shared outcomes.
* Ability to apply empathy and understanding, recognising individual needs whilst balancing organisational requirements.
* Resilience accompanied by effective management of uncertainty and ambiguity, navigating complexity with flexibility and adaptability whilst working at pace.
* Strong influencing skills with the ability to manage resistance to change.
* Project management with ability to deliver outcomes within timeframes.
* Expert coaching skills which develop the knowledge, confidence, and capability and help people work to the best of their ability.
* High competence in Microsoft Office packages.

Desirable experience, knowledge, and skills

* Coaching qualification.
* Qualified mediator.
* Conflict resolution.
* Working in the charity and or health sectors.
* 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.