HR Business Partner

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| Job title: | HR Business Partner |
| Department: | Human Resources  |
| Location: | Remote |
| Reporting to: (job title only) | Head of People |
| Direct reports: (job title only) | HR Senior Advisor, HR Advisor and HR Officer |
| Accountable to: (where applicable) | Head of People |
| Responsible to:(where applicable) | Head of People |
| Job purpose: | The HR Business Partner will partner with service leads and senior managers to oversee HR operations, within the assigned areas and take forward and lead on project areas for HR team. They will provide guidance to management and analyse HR data, resolve employee relations issues, and suggest HR strategies aligned with business goals. |
| Role and Responsibilities: | * Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
* Continuously monitor and review HR policies and processes and implement changes where necessary.
* Participate in the implementation of specific projects, procedures and guidance documents to help align the workforce with the strategic goals of the organisation.
* Provide a high level of HR business support and people related issues acting as the lead point of contact, to the specific region with onsite support as required
* Build relationships with Managers, gain an in-depth understanding of the business and sector to be able to effectively support the business from a HR perspective.
* Coach and support Managers to be able to resolve problems and resolve any matters relating to people management.
* Manage, lead, and develop a team of assigned HR Advisors and HR Officers.
* Provide managers with advice and guidance through all HR cases and oversee to an outcome in a timely manner, providing solutions, escalating as appropriate to the Head of People.
* Ensure Performance, Wellbeing and Development compliance is adhered to, and work with managers on the management of performance of their teams and meeting the targets set.
* Lead on regional change management programmes and ad hoc projects when required.
* Provide the Head of People and Service Leads with KPI Reports including; monthly absence, turnover, PWD and employee relations case data.
* Manage complex sickness issues within the existing workforce, and advise/support on the implementation of appropriate/reasonable adjustments.
* Lead on and Co-ordinate assigned tasks and responsibilities in relation to TUPE processes.
* Support the Head of People on all aspects of group HR processes.
* Involve employees in identifying the solutions, to issues identified through the employee survey.
* Any other reasonable requests.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.  * Be aware of the impact of your behaviour on others.
* Ensure that others are treated with fairness, dignity, and respect.
* Maintain and develop your knowledge about what EDI is and why it is important.
* Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
* Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) |  |
| Training and supervision: |  |
| Additional information: | Travel will be required including overnight stays. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * + CIPD Qualification or working towards CIPD or a desire to do so.
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| **Experience** | * + Previous HR experience within an HR environment
	+ Experience of formal HR processes including disciplinaries, grievances, performance management, absence management and TUPE
	+ Experience of using HR systems/ databases
	+ Experience on advising managers on a broad range of HR topics
 | * + HR experience within the healthcare sector
	+ Project Management experience of managing company wide projects eg EDI projects, workforce planning, well-being etc.
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| **Skills/knowledge** | * + A good understanding of employment law, and processes
	+ IT literate – intermediate level minimum
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| **Specialist training** | * + Experienced in Microsoft Office (inc Word, Excel, Powerpoint)
 | * + More advanced excel skills desirable
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| **Personal competencies and qualities** | * + Excellent verbal and written communication skills, including the confidence and ability to work with managers across all levels of the business
	+ High level of enthusiasm and motivation
	+ Ability to work individually or within a team and foster good working relationships
	+ An awareness of and commitment to supporting and facilitating diversity and inclusion
	+ Ability to work under pressure
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	+ Excellent time management and organisational skills
	+ High level of attention to detail
	+ Evidence of values that are consistent with the NHS constitution.
	+ Interpersonal skills to engage and develop working alliances with colleagues and patients.
	+ Evidence of an openness to learning new knowledge and skills.
	+ Excellent verbal and written communication skills
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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