

JOB TITLE:	HR BUSINESS PARTNER [MATERNITY COVER]
JOB HOLDER:	VACANT
DATE UPDATED:	APRIL 2022
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

Provides an efficient, professional and proactive HR service across the organisation, maintaining an excellent level of delivery at all times.

Partners with the business at all levels, delivering advice, support and guidance and identifying and addressing HR and business needs and priorities, in line with the CIOB's Corporate Plan and Values, to drive a culture of high performance.

2 POSITION IN ORGANISATION

Reports directly to the Acting Head of HR. A key member of the HR team, providing advice and support at all levels across the organisation in line with scope and remit of role and maintaining strong day-to-day relationships with key HR suppliers.

3 DIMENSION & LIMITS OF AUTHORITY

With authorisation can sign off invoices up to £500.

4 SKILLS & EXPERIENCE

- Demonstrable experience within an HR environment, with particular experience in working with HR systems and data. Ideally holds or currently working towards a professional HR qualification at postgraduate level.
 - Current and comprehensive knowledge of global HR issues and employment law within the full remit of the role.
 - Able to manage a busy and challenging workload, prioritising work according to its urgency and importance, and maintaining an excellent level of operational delivery whilst delivering broader improvement activity to agreed timeframes.
 - Ability to research, analyse and make logical decisions on day-to-day HR matters, often within tight and conflicting time frames.
 - Ability to deliver and implement new HR programmes and initiatives, demonstrating a growing ability to think strategically.
 - Excellent written and verbal communication skills. Confident communicator at all levels, both internally and externally, with the ability to partner with and influence colleagues and leaders to develop shared insights, priorities and activities as part of the CIOB plan and strategy.
 - Experienced in dealing with confidential matters.
 - Good numerical and analytical skills with the ability to collate and analyse data, use this to inform effective decisions and produce, interpret and report on management information.
 - Experience of working within and understanding budgets.
 - Strong IT skills in a variety of Microsoft packages and HR systems
 - Strong administrative and organisational skills with experience working in a small team.
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DUTIES & KEY RESPONSIBILITIES

Business Partnering **50%**

- Build trusted relationships across the organisation, providing coaching to managers and leaders through the entire employment lifecycle, driving accountability and enabling them to manage employee performance in line with policies, processes and values.
- Provide direct support on a range of HR and employee relations activities, ensuring these are pro-actively addressed and resolved in a timely manner.
- Regularly engage with the business to understand its needs, priorities and issues, gathering insight to inform future HR strategy and activity.
- Implement and improve innovative HR solutions across the range of generalist activities, ensuring the CIOB continues to adopt strong policies and practices, complies with current employment legislation and embeds a culture of high performance.
- Manage staff forum activity, supporting the team to develop employee voice and promote inclusion.
- Monitor ongoing progress against HR budget, ensuring that HR activities are cost effective and delivering value to the business and contributing to departmental budgeting and reforecasting activity.

HR Systems and Data **30%**

- Manage and analyse HR data to gain a greater insight into trends, opportunities and issues. Present data in a format that can support effective, evidence-based decision making and continuous improvement.
- Deliver insightful data for Leadership Team and Governance reporting as appropriate.
- Oversee the effective functioning of the HR system, streamlining, automating and improving processes.
- Provide direct support to business and the HR team during the employee engagement survey period.
- Ensure all general HR administration is accurate, up-to-date and recorded on the HR system and employee files, recommending system and process improvements as appropriate.
- Oversee the day-to-day management of the HR shared mailbox, ensuring that all items are actioned and escalating issues as necessary.

Compensation and Benefits **10%**

- Co-ordinate operational payroll and benefit actions in the UK and internationally, ensuring all necessary payroll timelines are met, recommending process improvements where appropriate.
- Provide cover for the preparation of payroll and pension handovers when needed, ensuring all necessary documentation and approval is in place, and records are updated.
- Produce and analyse salary benchmarking data and support the delivery/implementation of salary awards.
- Provide advice on benefits and total reward across the organisation and contribute to the development of effective and engaging global benefit strategies.

Recruitment and Selection **5%**

- When required, to support the Recruitment Advisor, covering absences or periods of high volume recruitment, partner with hiring managers to deliver effective recruitment activity from job design through to the conclusion of successful offers of employment, ensuring the right roles are recruited and the best candidates hired.
- Manage the onboarding process for new employees, co-ordinating all pre-employment activity and supporting hiring managers in executing and assessing high quality induction plans.
- Deliver HR inductions to new employees, including a comprehensive induction to new line managers.
- Regularly monitor and review the CIOB's recruitment and onboarding activities, analysing relevant data to assess their effectiveness and making recommendations to enhance and update as required.

Learning and Development **5%**

- Contribute to the development and delivery of learning and development activity across the organisation, driving forward programmes of activity, both internal and external, that address identified skills gaps, support talent and succession planning, and are embedded and reinforced across the organisation.
- Provide advice on all learning and development opportunities including all aspects of the 70-20-10 model.
- Arrange and co-ordinate individual and group training needs as required, ensuring all training is recorded accurately against budget and individual records.
- Monitor and assess return on investment of L&D activity, using this to inform future strategy and plans.

Other Activities

- Contribute to activities and projects as required to drive a culture of excellent performance.
- Play an active role in the achievement of wider business objectives as appropriate.

PLEASE SIGN BELOW

JOB HOLDER:	MANAGER:
DATE SIGNED	DATE SIGNED:
DATE ON WHICH EMPLOYEE COMMENCED UNDERTAKING THIS ROLE	

Please forward a signed copy + an electronic copy to the HR department.