

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Post title: People Partner
Salary: NJC 23
Reports to: Head of People
Responsible for: Administrators/ Students/ Placements

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

As People Partner you will work as part of the team to deliver HR support to the organisation.

You will be friendly and have outstanding communication skills, confidence and the ability to work efficiently and effectively.

Build strong relationships with stakeholders and leaders across the organisation - influencing, negotiating and acting as a critical friend.

Assess risk, apply judgement and making informed decisions are key to this role.

We have a strong focus on our culture and trying new ways of working. You will work across multiple projects and have opportunities to learn.

Main Tasks:

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1.	Provide expert advice and guidance on HR matters, supporting managers in dealing with casework, performance, attendance and employee relations issues in accordance with Inspire North’s Policies and Procedures, employment legislation and best professional practice.
2.	Work collaboratively with colleagues in the People team to drive consistency of approach and people management compliance across the group.
3.	Case manage formal HR processes e.g. disciplinary, grievance, sickness management, TUPE, redundancy.

4.	Provide proactive advice and guidance for line managers across the full range of people issues to facilitate the effective management and resolution of informal and formal employee relations cases, balancing risk and business needs.
5.	Support the People Team to deliver high quality recruitment and on-boarding, ensuring a positive experience for potential and new recruits.
6.	Lead and/or contribute to People-related projects/ reports. Contribute to the monitoring and evaluation of people interventions.
7.	Coach and develop managers at all levels to encourage and enable a proactive and anticipatory approach to people management and facilitate the development of culture.
8.	Supporting localised problem solving through great relationships with colleagues and managers focusing on early and informal resolution of issues.
9.	Oversee the planning and implementation of delegated projects and interventions.
10.	Keep up to date with external trends and people management best practice. Proactively share knowledge and best practice.
11.	Line Management providing leadership, vision, direction and support to your direct reports
12.	Design and deliver (or source), and evaluate, a range of people management related workshop and resources.
13.	Provide support and guidance to Administrators in relation to admin processes and their practise.
14.	Use employee engagement metrics and reporting to help Managers to identify issues and actions for continuous improvement
15.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
16.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
17.	Work with Information Governance lead Caldecott Guardian etc.to ensure systems and processes are GDPR compliant and in line with the IG toolkit
18.	Support the Inspire North Group in the completions of Data Protection Impact Assessments (DPIA's) to support the ongoing culture of GDPR compliance.
	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

People Partner

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our client group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills		Desirable	Identified by:
Excellent written communication skills, including accuracy and attention to detail	✓		A, I
Competent using Microsoft office applications and HR information systems.	✓		A, I
Methodical with outstanding organisation, planning and administrative skills	✓		A, I, E
Able to self-manage, effectively plan and prioritise and make it happen at pace	✓		A, I, E
Strong problem solving, critical thinking and analytical skills	✓		A, I, E
Ability to prioritise, work calmly under pressure, meet and meet tight deadlines	✓		A, I

Can quickly establish trusted relationships with managers	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	
Experience of leading, managing and supervising volunteers/ students/ employees	✓		A, I
Proven track record of undertaking generalist HR Work including providing credible expert advice to Managers	✓		A, I
CIPD Qualification to level 5 or a willingness to work towards	✓		A
Experience of working with confidential information where discretion is required	✓		A, I
Up to date knowledge of employment law and equality legislation	✓		A, I
Experience of coaching and developing managers at all levels	✓		A, I
Experience of managing employee relations casework	✓		A, I
Experience of working within the parameters of GDPR	✓		A, I
CIPD Qualification to level 5 or a willingness to work towards	✓		A
Experience of TUPE		✓	A, I
Experience of mental health, housing or homelessness either as client, carer, worker or volunteer		✓	A, I