

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

<b>Post title:</b>	People Partner
<b>Salary:</b>	NJC 26
<b>Reports to:</b>	Head of People
<b>Responsible for:</b>	Payroll Lead/ Administrators

**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:**

Support the delivery of the people strategy and the group's strategic plan.

Provide proactive, high quality strategic and operational HR support responsible for a portfolio of services acting as first point of contact and advising as appropriate.

Work as part of the HR team supporting the Head of People in the provision of a comprehensive HR providing support and advice on all Human Resource issues in accordance with policy employment legislation and best practice.

Work alongside the Head of People on cases that pose a high risk to the organisation.

Provide support and guidance to the Payroll Team in relation to payroll processes and their practise.

Deputise for the Head of People as required.

Responsible for the effective and timely administration of HR documentation and procedures, acting as first point of contact and advising as appropriate.

Champion Inspire North culture and values.

**MAIN TASKS:**

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.	Maintain an awareness of best practice in HR administration and systems.
3.	Maintain knowledge of relevant employment law and support the organisation to comply.
4.	To provide advice to People Administrators and Managers in respect of drafting recruitment advertising, job descriptions and person specification, and to assist in the selection process as required.
5.	Case manage formal HR processes e.g. disciplinary, grievance, sickness management, TUPE, redundancy.
6.	To be the HR representative in formal meetings e.g. disciplinary, sickness absence management, grievance, etc. providing HR advice to line managers as necessary.
7.	To provide support and guidance to Administrators in relation to admin processes and their practise.
8.	Ensure accurate employment offers and contracts of employment are issued in a timely manner.
9.	Minute formal HR meetings e.g. disciplinary, grievance and sickness management.
10.	Responsible for ensuring all HR files and records up to date and secure.
11.	Support in the management and monitoring of sickness absence and to provide advice and guidance to Managers, including attending sickness absence review meetings and liaising with an Occupational Health provider.
12.	Support and involvement in the implementation and roll out of new policies.
13.	Management of contractual and payroll variations including liaison with payroll.
14.	Review the monthly payroll instructions resolving variance issues with the Payroll Lead
15.	To keep up to date with HR developments and legislation, ensuring that knowledge is shared and acted upon within the department and the wider organisation.
16.	Produce information as required for HR reports.
17.	Line Management responsibility providing leadership, vision, direction and support to your direct reports.
18.	Support with restructuring and redundancy processes.
19.	Lead on JNC meetings
20.	Develop and deliver workshops to support the application of HR policies and processes
21.	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.
22.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.

	<p>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.</p>
	<p><b>Please note</b> 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.</p>

## PERSON SPECIFICATION

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.

<b>Approach</b>	<b>Essential</b> [insert ✓ where appropriate]	<b>Desirable</b> [insert ✓ where appropriate]	<b>Identified by:</b> 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
<b>Knowledge and Skills</b>		<b>Desirable</b>	<b>Identified by:</b>
Excellent written communication skills, including accuracy and attention to detail	✓		A, I
Ability to research information and present reports	✓		A, I
Methodical with outstanding organisation, planning and administrative skills	✓		A, I
Ability to undertake work with high degree of accuracy and strong attention to detail, strong written and verbal skills	✓		A, I
Excellent technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Experience in data collection, retrieval and reporting	✓		A, I
Ability to prioritise, work calmly under pressure, meet and meet tight deadlines	✓		A, I

Ability to build effective relationships with managers and employees	✓		A, I
Practical knowledge of HR information systems	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Possess or be willing to work towards a management and leadership qualification	✓		A
Language skills e.g. Urdu, BSL, etc.		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Level 5 CIPD Qualification	✓		A
Experience of working with confidential information where discretion is required	✓		A, I
Understanding and implementing policies and procedures	✓		A, I
Previous experience of working in a HR department	✓		A, I
Proven experience of office systems and file management	✓		A, I
Experience of recruitment and selection of staff	✓		A, I
Previous experience of general HR Work including providing HR Advice to Managers and Employees	✓		A, I
Previous experience of working within the parameters of GDPR	✓		A, I
Experience of leading and supervising volunteers/ students/ employees	✓		A, I
Previous experience of working with unions		✓	A, I
Experience of mental health, housing or homelessness either as client, carer, worker or volunteer		✓	A, I