

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	HR Business Partner
Contract type	Permanent
Grade	Grade 5 £35,098-£41,291 p/a
Reporting to	Head of HR

Context

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we ensure local people are at the heart of and lead our approach to human rights based development in more than 45 countries – fighting hunger and disease, seeking justice and education for women, holding companies and governments to account and helping communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work in developing countries and internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term sustainable change.

Purpose of the Role

Working closely with the Head of HR, HR team and senior management the HR Business Partner role will be focussed on:

- Leading on the development and implementation of HR solutions for ActionAid UK and specified partner teams.
- Championing, driving and embedding the HR agenda for ActionAid UK and specific partner teams and ensure its integration into the business planning process.
- Identifying HR projects and objectives as required by the specific partner teams and proactively anticipating HR requirements.
- Supporting strategic and operational business change.
- Developing cohesive employee relations and assisting with more complex/sensitive day to day people issues.

Key tasks and responsibilities

HR Practice

To champion good practice human resource management in support of effective decision making and meeting strategic objectives of the organisation and partner teams.



Operational Aspects

Ownership of the specific business partner teams in respect to the following areas:

- Be the principal HR contact for designated partner teams and managers in all aspects of HR.
- Coach, support, mentor and challenge managers in the application of HR policies and practices.
- To deliver clear, effective and timely HR advice on all employment related issues to managers and staff, in line with policy and legislation, in order to minimise risk and financial exposure.
- To support managers through the employee recruitment and selection process ensuring efficiency and that organisational practice is effectively embedded.
- Identify training and development needs within partner teams and work with managers and Head of HR to address these.
- Ensure that all data and information is processed according to data protection principles
- To ensure any payroll and contractual administration is carried out in a timely manner and in line with existing terms and conditions.

HR Strategic Aspects

To support the Head of HR and HR Manager in the below areas:

- Development and delivery of change plans and interventions. Supporting managers in managing the human aspect of change - especially staff involvement and the provision of advice on organisational change employment law matters.
- To ensure that all relevant legislative requirements, including those relating to diversity for example sexual orientation, disability and age are embedded in the development of project and policy work.
- Creation of a culture of performance management and accountability through implementation of policies, procedures, coaching and briefings.
- Devise and implement HR metrics to identify people management requirements and performance issues and support, advise and coach managers in addressing these.

HR team

Have active participation within the HR team and its focus/aims:

- Participate in HR team meetings and individual supervision meetings with the Head of HR.
- Contribute to the development of the HR strategy in support of the ActionAid strategic aims.
- Undertake cross team project work as agreed.
- Identify and implement HR efficiencies and savings at organisational and team partner levels.
- Work closely with the HR transactions team across the employee lifecycle processes.
- Work with the International and European HR Business Partners as required.
- Provide feedback on ActionAid International HR policy development and support implementation.



Communication

To ensure the development of a partnership with teams, managers and others, to share and embed HR knowledge and good practice.

- To run workshops/briefings on people management issues, new policies, and project progress as required.
- Produce regular briefings on all aspects of HR and people management for partner teams and managers.
- To keep the Head of HR and HR team informed of policy, standards and issues requiring solutions arising from the work with partners and teams.
- To liaise with internal and external stakeholders as appropriate and participate in/contribute to consultations with Trade Unions.
- Produce presentations and reports as per agreed terms of reference and schedule, and otherwise as required, and represent HR in meetings and presentations to partners and teams as required.

Other

- Act in accordance with and represent the values and principles of ActionAid UK and ActionAid International.
- Provide cover for other aspects of the HR function during peak times, holidays and sickness absence.

Person Specification

Qualifications and Knowledge	
<i>Essential</i>	<i>Desirable</i>
Qualified membership of the CIPD	FCIPD
Degree level or equivalent qualification	Post graduate degree in management or relevant subject area
Comprehensive knowledge of UK employment law with thorough understanding of Equal Opportunities and diversity	Qualified and experienced in the use of psychometric tools
Experience	
Significant generalist HR business partnering experience	Experience of working with Trade Unions
Experience of developing and implementing policies and procedures with appropriate consultation and negotiation	Reviewing HR business processes
Contributing to HR strategy development	Training needs analysis/audit
Significant experience of advising and coaching managers on employment law matters	HR MIS/IT project management

Experience of managing complex change processes	Budget management
Experience of working with competency frameworks	
Experience of managing HR projects	
Development of rewards and benefits packages	
Demonstrable strong client focus	
Skills and Abilities	
Coaching skills	
Ability to build strong working relationships with key stakeholders	
A good standard of written and oral communication skills	
Strong influencing skills, able to persuade others to support own goals	
Demonstrable presentation skills, able to design and deliver training and communications confidently and effectively	
Able to analyse and interpret financial and statistical information	
Team player, able to maintain strong and supportive working relationships both in HR and across functions	
Flexible and responsive, able to work effectively with competing and changing demands	
IT skills (Microsoft office)	
Other	
Commitment to the mission vision and values of ActionAid	Experience of working in the NGO sector
Ability to travel for business within the UK on occasion	

