



Job Description

HR Business Partner

Hours per week:	35 hours (9am – 5pm; Mon to Fri)
Contract type:	12-month FTC
Location:	Glasgow (with travel to includem offices as required)
Reports to:	HR Manager
Line Management Responsibility:	None
Financial Accountability:	Low

Job Summary

The HR team is responsible for providing support and guidance to the organisation, ensuring we promote an environment where managers and their teams are provided with the tools, skills, and assistance to enable them to deliver optimum services to young people and families.

The HR Business Partner will provide invaluable support to the HR Manager by leading, facilitating, and creating HR processes and systems throughout the complete employee lifecycle. They will be responsible for building partnerships with key stakeholders across the organisation to ensure delivery of the HR Strategy.

Key Responsibilities

The key responsibilities of the HR Business Partner include, but are not limited to:

Systems, Policies and Procedures

- Support the HR Manager in devising, streamlining, and implementing HR systems, policies, and processes to support the full HR lifecycle and ensure they remain competitive, compliant, and accessible to all.
- Update HR policies and respond in innovative, creative ways to requests for guidance, tools, and advice.
- Interpret and advise on HR policies and processes including employee relations issues, recruitment and selection processes, and all other aspects of the employee lifecycle.
- Recognise best practice approaches and demonstrate good understanding of key employment legislation.
- Work in accordance with all relevant legislation, policies and procedures, and guidelines (both internal and external).
- Undertake continuing professional development including participating in performance reviews and attending training when required.



Employee Relations

- Manage and resolve complex employee relations issues by conducting effective thorough, and objective investigations.
- Advise and coach managers on the application and interpretation of HR policies and procedures in accordance with current and proposed employment legislation to ensure consistency, accuracy, and best practice.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.

Building Relationships

- Proactively work with managers and employees to build morale and increase productivity, and retention across teams.
- As a trusted partner to the organisation, support, and coach line managers to effectively manage their teams and respond to requests for HR guidance, tools, and advice in innovative, creative ways.
- Coach the HR Coordinators and HR Officer through periods of ambiguity and prioritisation of a high volume of tasks as required.

Recruitment and Resourcing

- Support the HR Manager in developing and managing a workforce planning process and reports to support talent management and succession planning across the organisation, ensuring includem has the capability and capacity to meet current and future business requirements.
- Lead on building a resourcing strategy which is cost effective and provides resilience.

Learning and Development

- Provide L&D advice and support to employees and line managers.
- Proactively discuss team development and qualification progress with line managers.
- Support the HR Advisor in delivering training sessions to line managers on HR policies and procedures.

Data and HR Projects

- Analyse trends and metrics to inform decisions and initiatives regarding employee engagement, wellbeing, and turnover.
- Research issues and trends and make recommendations.
- Manage MI efficiently and produce timely, insightful people metrics to influence and inform business leaders.
- Collate meaningful data and reports to inform decision making.



Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
Technical Skills, Knowledge, and Experience	<ul style="list-style-type: none"> • Previous experience as Snr HR Advisor / HR Business Partner. • Demonstrable experience in leading or supporting on the implementation of key HR initiatives. • Excellent knowledge of HR best practices, employment legislation and regulations. • Knowledge of HR systems and databases. • Evidence improvements in key people metrics achieved. 	<ul style="list-style-type: none"> • Experience of working in the social care / third sector. • Experience of Care Standards and SSSC requirements. 	<p>Application process</p> <p>Individual interview</p>
Education / Qualifications	<ul style="list-style-type: none"> • CIPD membership or equivalent substantial HR experience. 		Application process
Other Requirements	<ul style="list-style-type: none"> • Acts with substantial discretion and professionalism. • Embraces challenges, takes initiative, and originates action, and works well with a great deal of autonomy. • Intuitively proactive with drive, passion, and the will to succeed. • Outstanding organisational and time management skills. • Strong interpersonal and communication skills, with the ability to challenge and influence a variety of stakeholders with well-reasoned arguments. • Excellent attention to detail with a focus on continuous improvement and excellent customer service delivery. 		<p>Application process</p> <p>Individual interview</p>



Acknowledgement:

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	