

Document Control Ref:	
Revision:	
Date:	
Client Reference:	

Job Description

Employee		Job Title	HR Business Partner		
Department	Human Resources	Location	Waterloo Office/Regional/Home		
Line Manager	People & Performance Director	No. of Direct Reports	1	Safety Critical	N

Job Purpose

Proactively identify, plan, and meet the human resource needs of the business to improve business performance

Key Accountabilities

HR Strategic Plan

Contribute to the design and delivery of the people plan which supports the business plan, vision, and values for Enable Investment Holdings

Business Partnering

Act as consultant on human resource related issues to other business leaders and line managers to help achieve shared organisational objectives

Deliver on all aspects of the employment lifecycle (recruitment, onboarding, talent development, training, employee relations, retention, and employee exits)

Deliver solutions for tactical people issues, ensuring consistency in policy, process, and practice

Guide and support managers with employee relations cases, be a point of escalation when necessary

Business partnering senior management teams to drive performance

Partnering with General Manager Enable Resourcing to shape best practices to support talent attraction and retention

People Development

Partner with people managers to guide and support them recognising, developing, managing, and growing their teams

Execute agreed development opportunities and initiatives born from talent management activities

Designing, delivering, and evaluating training for people managers

Acting as coach for individuals to support their learning journey

Supporting with TNA through partnering, creating focus groups, business information and performance management data

Development of HR partner

Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
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Document Control Ref:	
Revision:	
Date:	
Client Reference:	

HR Compliance

Ensure all HR policies and procedures as part of our IMS system are legally compliant, fit for purpose, fair, and transparent to enable our people and business to be successful. Provide relevant insights into risks and recommendations, ensure implementation and support of necessary changes

Partner and assist line managers to understand, own and implement policies and procedures

HR Programmes

Contribute, support and revise where necessary all HR-related programmes and processes, including Recruitment, On-Boarding, Performance Management Cycle, Career Development, People Planning, Training, Rewards & Recognition, Competency Assessments, Employee Engagement, Internal Communications (digital platforms)

Proactively use MI Reports to identify trends and patterns

Operational Excellence

Ensure that all HR-related paperwork is processed in timely manner and is legally compliant

Manage and support the HR business system

Continuous Development & Sustainability

Constantly evolve HR activities, search for, and bring HR best practices

Act as a change agent; lead, support and contribute to change programmes, driving and championing the implementation of HR solutions

Analyse, implement, and support sustainable social value HR solutions, such as apprenticeships, student programmes, working placements; working with Universities, Colleges, Council, local communities to support our mission

Reporting

Report on main HR metrics

Analyse and transform HR data to suit business priorities and broader business context

Highlight to line manager any emerging trends and contingency plans

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

- Human Resource
- Resourcing Compliance

KPIs


You will support and help the company achieve group and departmental objectives and KPI's

Job Requirements

Qualifications:

Chartered Member of CIPD or comparable
Relevant training qualification an advantage

Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
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	Revision:	
	Date:	
	Client Reference:	

Experience:

Commercial partnering approach to align technical support with the needs of the business

Full-lifecycle experience of creating, reviewing, and updating HR programmes, processes, policies, and procedures

Design and delivery of people managers toolkit

Knowledge and experience of implementing best practice HR solutions to drive a high-performance culture

Technical Proficiency:

Super user proficiency in HR Business platforms

Strong Microsoft office skills

Excellent technical HR knowledge (including proven Employee Relations track record)

Excellent written and verbal skills

Flexibility

Able to travel, work remotely and or on site with occasional overnight stays

Competencies

Knowledge and experience of implementing best practice HR solutions to drive a high-performance culture

People skills enabling a balance between people and business needs

Strong communication, influencing and stakeholder management skills at all levels

Ability to comfortably manage competing priorities

Comfortable with data analysis and drawing insights

Leadership Behaviours (for any role):

- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.

Declaration


By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with company Policies & Procedures, in conjunction with any additional clients' requirements.

Name:

Signature:

Date:

Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
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	Revision:	
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Deputising Duties

*The undersigned have been briefed and understand the above job description and responsibilities.
I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature