JOB DESCRIPTION

**Job Title:** HR Business Partner

**Reports To:** Chief People Officer

**Location:** UK Wide

## Job Summary

Reporting to the Chief People Officer (CPO), the HR Business Partner (HRBP) is accountable for delivering best in class HR service and strategic people activities at enfinium, covering strategic partnering, talent management, employee engagement, employee relations, Performance Management and change management. This role is 50/50 Business Partner and Head of People Development & Engagement.

The HRBP will provide leadership, strategic direction, and oversight in these key areas of HR and across the senior leadership teams.

This role will work closely with the CPO, this role will be primarily focused on developing the company’s People / Management / Leadership / Organisational development and business partnering and supporting our Functional Leadership teams.

Specialising in Employee Engagement, Management Development, Leadership Development, and Organisational Development. This role will also work closely with other senior internal and external stakeholders to provide high quality HR advice and support leading the senior management teams.

The role’s focus is on delivering value and performance through our people. This role will partner the Functional Leadership teams to develop People strategies and advising and empowering leadership to maximise their potential and talent. Alignment to the Corporate strategy and enablers to deliver best in class commercial people solutions. Driving ER, DE&I, Change Management, talent management and performance. The role will also be the company’s lead in Management Development, Leadership Development, Employee Engagement and Organisational Development.

This is a key role in leading and supporting the future profitability of the business both in the existing business and in the growth projects. The role is accountable for establishing and implementing long-term strategies impacting on business results aligning organisational and HR objectives. The HRBP will work with Functional leadership teams accountable for delivery of key business performance metrics as a key member of both the HR Leadership team and the wider Senior Leadership Group.

## Essential Duties and Responsibilities

* Experience of managing and delivering development programmes and projects that help to realise our purpose and deliver on strategic objectives.
* Knows how to apply knowledge of learning theory and technology to supports business enhancing interventions
* Leadership skills and experience of leading and coaching teams
* Effective Business Partnering to the business senior leaders, and Core Service Leaders, focused on delivering best in class HR advice and commercial people solutions
* Setting effective People strategies, plans and initiatives for the main parts of the business that complement and align to the overall people strategy
* Deliver high quality talent management, both developing and maximizing internal talent and capabilities as well as increasing our bench strength with each new hire
* Own and deliver our DE&I strategies and plans to achieve diverse and inclusive work environments that reflect the community we serve and work within, enabling us to grow and deliver operational excellence, understanding our people’s needs, increase engagement and enable individuals to maximise their contribution to the business, driving competitive advantage and creating a great place to work
* Deliver high-quality management information, use data to make decisions, assess risk, monitor performance and provide insight.
* Lead and implement employee engagement programmes to foster a positive and productive work environment.
* Develop and execute development strategies to enhance employee skills and career growth.
* Drive leadership development initiatives to build a strong leadership pipeline.
* Own and manage Organisational design, including optimising structure, people and processes, job design and grading, drive organisational effectiveness.
* Promote and lead on employee health and wellbeing sponsoring and delivering interventions and activities to enhance employee health, wellbeing and performance
* Optimise the use of technology to automate manual processes and controls
* Support the building of strong teams and embed a culture of ‘operational excellence’ and ‘continuous improvement.
* Work with and negotiate with Trade Unions and Employee representative bodies
* Sponsor improvement projects as required and Lead on Business Change projects to advance People management at enfinium
* Support the CPO and HR centres of expertise, either leading activities, being thought leaders or supporting:
  + Recruitment, resourcing, and Talent Management
  + Organisational development and design and People Science
  + Learning and Development
  + Employee Relations
  + System and process improvement, through Continuous improvement or technology
  + Employee Experience, People product design, development, build and implementation
  + Reward

### Supervisory Responsibilities

* No Management Responsibilities

### Qualifications & Experience

* CIPD qualification or equivalent
* 3-5 years’ experience in a fast-paced complex environment.
* Recent, relevant experience of performing as an HR Business Partner / Learning and Development Manager / Head of / Partner
* Professional experience and knowledge of HR and People technologies
* Experience of working in industrial / Shift working environments preferred
* Experience of leveraging technology to remove manual processes and improve controls
* Able to build and manage high performing teams
* Credibility with senior management and the Board
* Excellent communicator both internally with colleagues and externally to shareholders, Trade Unions / Employee Body Representatives, and partner organisations
* Well organised and highly structured, and able to drive and manage accountability of the wider team.
* Inclusive and inspirational people leader, able to convey a compelling vision, take people with them, growing and developing talent within the team and across the business
* A genuine passion for our environment, communities and the world we live in, demonstrating this through action and direction.

### Competencies

* Excellent knowledge of Employment Law
* Excellent knowledge of HR technologies
* Excellent HR and Leadership knowledge
* In depth knowledge or experience of a People specialism like L&D, Leadership Development and Organisational Development
* Excellent Leadership skills
* Excellent IT skills (Word, Excel, MS Project, Powerpoint).
* Effective time management skills
* Excellent programme management skills
* Strong results orientation and self-organisation skills
* Excellent attention to detail and problem-solving skills
* Able to work independently, be self-motivated and take the initiative where required
* Able to cope with numerous issues simultaneously and capable of prioritising tasks accordingly
* Able to meet deadlines and work calmly when under pressure
* Forms effective working relationships with teams and partners
* Leads positive team spirit and enhances morale
* Treats people with respect and always works ethically and with integrity
* Demonstrates leadership of, and commitment to, health safety and environmental principles, always setting a personal example.

### Work Environment

The normal setting for this job is an office environment. However, there may be a requirement to work on a site where there is likely to be exposure to dirt, odours, noise, weather extremes or similar elements. The jobholder will be required to travel both nationally to fulfil their job role.

The jobholder will be required to use motor co-ordination with finger dexterity (e.g. keyboard operation) for most of the day.