



Junior HR Business Partner

Job Purpose

As an HR Business Partner, you will play a key role in the development of our studios. You will be integrating the studio HR strategy into day-to-day work, and you will be providing professional HR guidance and support to relevant internal client groups, implement innovative HR programmes and policies. You are a reliable and proactive partner for managers, team leaders and employees

Areas of responsibility include performance management, employee engagement, wellbeing, career development programs, employee relations and salary review process.

Reports To

Senior HR Manager

Responsibilities

- Explore and implement health and wellbeing benefits for employees in collaboration with the HR team.
- Stay updated on the latest legislation, emerging trends and best practices, including diversity, inclusion and wellbeing initiatives.
- Lead and support initiatives to promote wellbeing in our studios. Partner with local Employee Resource Group chapters like UbiProud and the Neurodiversity ERG. Act as the main HR contact for local ERG leads.
- Assist hosted colleagues by being the primary point of contact for hosted colleagues, liaising with their home studio HR teams.
- Assist Studio HR management in day-to-day operations.
- Partner with managers to offer advice, instructions, and support in areas like performance, conduct, and welfare for their teams.
- Work closely with the HR Operations Team to support a seamless onboarding experience for new employees.
- Advocate for inclusion and champion the digitization of HR processes for increased efficiency and a better user experience.

- Participate in HR projects such as Performance Management, Employee Engagement, and Team Development, taking ownership of specific initiatives.
- Enhance employee satisfaction by collaborating with the HR Team Management to identify and implement initiatives that boost employee satisfaction and commitment levels.
- Regularly conduct reports and analytics on team health, attrition, engagement survey results, and exit interviews.
- Organise inclusive activities, workshops, and events promoting mental resilience and positive mental, physical, social, and financial wellbeing.
- Serve as an ambassador for the studios and a role model for colleagues in promoting a positive and inclusive workplace environment.
- collaborating with diverse teams and colleagues around the world to provide unparalleled employee support and experience.

Skills and Knowledge

- Excellent interpersonal abilities to build relationships, mediate conflicts, and collaborate with diverse teams.
- Strong analytical and problem-solving skills to address HR challenges and implement effective solutions.
- In-depth knowledge of HR principles, practices and legal regulations, including employment laws and compliance requirements.
- Knowledge of effective strategies and best practices related to mental, physical, and emotional wellbeing in the workplace.
- Understanding of diversity and inclusion best practices, with the ability to implement inclusive initiatives within the workplace
- Familiarity with HR software and tools, and the ability to champion digitization initiatives for HR processes.
- MHFA qualification, or train the trainer certification, preferred.

Relevant Experience

- Completion of or working towards a CIPD qualification, demonstrating a strong foundation in HR knowledge.
- Previous experience in HR generalist roles, preferably in a global organization with involvement in HR projects such as performance management, employee engagement, and employee relations.
- Ability to manage multiple HR projects simultaneously, ensuring timely completion and adherence to quality standards.
- Experience in supporting or leading Employee Resource Groups (ERGs) focused on diversity and inclusion.