

## JOB DESCRIPTION

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**Job Title:** People Business Partner

**Location:** The Port, Cheltenham

**Line Manager:** Senior People Partner

### The role

This is a maternity cover position for an initial period of 12 months.

The People Business Partner is responsible for providing a proactive, professional and effective people management service supporting Operations and Practice Managers to achieve their business goals through maximising the value of their colleagues, developing Portman as an 'employer of choice' and ensuring organisational effectiveness. Spanning from strategic thinking and thought leadership to brilliant basics via a business partner model, and managing stakeholders as customers. This role will actively promote a culture of best practice and consistency in all people areas, and contribute to People strategy and projects as the function develops.

### Key Accountabilities

#### People Strategy and Planning:

- With the Senior People Partners, be responsible for developing our People strategy which supports the goals of our business
- Continually develop and implement on-going processes and system solutions to make People Partnering and generalist support services as efficient and supportive for our colleagues as possible.

#### Business Partnering & Generalist People Support:

- Partner closely with our Talent Acquisition, Talent Development and People Services teams to deliver high quality end-to-end generalist People support for our practices
- Own the business partnering relationship with the Operations Managers, ensuring (through the work of the People team where appropriate) a pro-active client-driven service is provided on all People-related issue
- Constructively influence, challenge and coach Operations Managers, Practice Managers and other stakeholders across our practices
- Support the People Advisors with any challenging employee relations cases as required
- Work closely with the People Co-Ordinators to ensure all administration of the People Life Cycle is completed correctly and within agreed SLA's.

#### Recruitment, New Starters, Leavers:

- Support the Operations and Practice Managers on recruitment and selection processes. Identify resource through effective people plans, draft thorough job descriptions and propose compensation after undertaking regional benchmarking with support from the Talent Acquisition and the Reward Manager
- Work collaboratively with the Talent Team to ensure that necessary preparations are undertaken to give all new hires the best possible start to their employment, supporting with the induction and probationary reviews.

### **Reward & Benefits:**

- Support the Reward Manager with the annual salary and bonus review processes, liaising with Operations Managers before overseeing the work of the People Coordinators to ensure correspondence and payroll instructions are delivered in an accurate and timely manner
- Involve yourself on enhancing our colleague proposition through compensation and benefits that are suitable for the company's operating model and culture, and which reward and retain talented individuals

### **Performance Management**

- Champion the establishment of a performance-orientated environment and influence the Operations team to ensure that principles of performance management are embedded into ways of working.
- Monitor Performance Management and Development processes, ensuring they are aligned to business objectives.
- Act as a coach to Operations Managers, providing them with the advice, guidance, support, skills and tools to proactively performance manage their teams effectively.
- Where employee relations issues arise, work closely with the People Advisors to advise the Operations and Practice Managers to resolve the issues, encouraging proactive performance management, best practice and ensuring legal compliance.
- Work with Practice Managers to identifying their own development needs together with those of their teams and actively seek solutions for addressing.
- Deliver soft skills training, coaching and group facilitation as required.

### **Sharing Best Practice:**

- With the People Team, develop and maintain company culture, ensuring it is in keeping with the spirit of the overall organisation
- Attend Regional Operations Team meetings to ensure regular and proactive discussion of People initiatives as well as common issues to overcome.
- Provide accurate and timely information to the Senior People Partner to feed into the People strategy and reporting, and to identify new services and innovations.
- Keep the People team, Operations and Practice Managers regularly updated on legal and best practice innovations.
- Promote own and People team successes and create a culture of encouraging feedback on service levels, quality, responsiveness and evidence of our values to ensure continual improvement.

### **Other:**

- Identify, oversee and deliver specific projects as required.
- Act as a mentor to junior members of the People team, and be integral to the development of those individuals.
- Ensure you work cross functionally wherever appropriate to maximise success of the business

### **Skills and Experience**

- Previous HRBP experience, gained in a business where you've offered a proactive HR business partnering service
- A thorough understanding of HR processes and employee lifecycle, ideally within an M&A-driven business (with previous exposure to working on benefits alignment, supporting TUPE, etc)
- Experience of working within a fast-paced, progressive environment
- Drive to constantly review and lead on delivering best practice
- Confident, effective communicator where needed.