



Job Description

Job Title:	People and Culture Business Partner
Reporting to:	Head of People
Direct Reports:	1 FTE
Salary:	£40-£45k pa
Location:	Hybrid 50/50 head office and home
Hours & Basis:	Monday – Friday, 35 per week between 8.30am and 5.30pm

About this role:

We have experienced an exciting time of business and people growth and are looking for a People professional with the desire and commitment to help embed and consolidate good people practices and drive organisational performance by influencing and coaching managers and leaders on our people priorities. As we prepare ourselves for pivoting into the 2025-2030 strategy, you will provide key insights and intelligence to inform and influence the people agenda for your region(s)/ client groups, ensuring activity is empathetic, focused and outcome based.

Proven experience in a HR/ P&C function alongside a solid understanding of employment legislation and employee relations is essential, together with an enthusiastic and flexible approach to work, strong interpersonal skills and a genuine passion to make a difference. This role includes line management.

Key Responsibilities:

- Take proactive steps to foster and model the Place2Be culture and values to ensure everyone is engaged throughout the whole employee lifecycle experience, helping Place2Be to be an employer of choice.
- Advise and mentor senior managers on developing their teams, building capability and identifying talent and capability needs.
- Develop, coach and provide training to managers on the full range of people issues to ensure improvements in the effectiveness of people management across all levels of the organisation.
- Facilitate and look to improve all engagement strategies including feeding results back to leaders and playing a key role in action planning.
- Lead and contribute to the development, review and implementation of HR Policies and Procedures and ensure Place2Be has a suite of policies that reflect current employment law and best practice which are embedded in practice
- Work collaboratively with the Head of Learning and Development / People experience to ensure people management skills are reflected in the organisational learning and development offer.
- Lead and contribute to a range of strategic People projects and initiatives to support people development across Place2Be.
- Oversee and manage complex ER cases using HR knowledge and experience.
- Review change management plans and proposals, to ensure employee impact, benefits and process are considered. Provide guidance and support on change management to Place2Be managers and the team. This



will include redundancy, restructuring and changes to terms and conditions of employment involving staff consultation and management of risk.

- Review and improve Place2Be's approach to people policies and practice, in particular how we uphold EDI in respect of capability and ill health management.
- Work closely with your People and Culture Advisor ensuring they are always working in line with our values of integrity and compassion. Act as a mentor to them to further develop their skills as a practitioner.
- Represent People need on cross-departmental working groups to ensure people aspects are fully considered in all projects.
- Use people KPI's to inform and improve service and practice for staff and Counsellors on Placement.
- Uphold Place2Be's commitment to Equity, Diversity and Inclusion supporting managers to imbed good practice, and act where practice or process falls short of expectations. Champion and model Equity, Diversity and Inclusion in all aspects of your work.
- Actively role model Place2Be's values and ensure these are embedded throughout the employee experience.

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops and expands. The post holder may be required to undertake other duties as may reasonably be required from time to time.

What you will need:

- CIPD Qualified to level 7 or equivalent
- Extensive post-qualifying experience in HR Business Partner role
- Resilient and persuasive with the ability to influence and gain trust of people at all levels
- An excellent communicator who is able articulate persuasively to senior stakeholders.
- Ability to analyse complex information/ issues and situations effectively and to develop practical solutions
- A strategic thinker, able to deal with operational issues, opportunities and challenges. Anticipates problem areas and associated risk levels, considering different perspectives and impact.
- Line management or supervision experience
- Strong interpersonal skills and the ability to influence, persuade, guide and motivate others
- A coaching, facilitative and enabling style. Acts on an 'outcomes focused' coach for peers and stakeholder, catalyzing team strengths to drive sustainable performance.
- Ability to prioritise workloads and manage multiple tasks.
- Ability to identify and focus on the most relevant priorities across people processes as applicable.
- Actively re-prioritises if necessary and makes this process transparent to the team.
- Understanding of employment law and implementation in the workplace
- Proven management reporting and information analysis with the ability to find underlying issues and generate and prioritise multiple potential solutions and recommendations.
- Ability to use Microsoft word, excel, outlook and PowerPoint to a good standard
- An understanding and awareness of Place2Be's equal opportunities policy
- A commitment to anti oppressive practice and ideally knowledgeable on removing barriers for under represented groups and amplifying diverse group voice.
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>

