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# Job Description

**Job title:** HR Business Partner – Scotland & Northern Ireland

**Reference:** SUS3039

**Salary:** Grade I: £35,743 per annum

**Contract:** Permanent

**Hours:** 37.5per week

**Base:** Sustrans Edinburgh, with monthly+ travel to Belfast and occasional travel to other UK Sustrans offices (especially Bristol).

Initial home working is expected due to office closures during current C19 restrictions.

**Job purpose:**

Operate as HR business partner to the National Director, Scotland and the National Director, Northern Ireland and Republic of Ireland, ensuring that they are provided with trusted, high quality, reliable and impactful support, advice and counsel.

Provide high quality, proactive, comprehensive senior-level HR/OD advice and support to the respective national leadership teams

Act as the primary senior-level HR resource and contact for all HR-related issues across both nations, ensuring that Sustrans-wide policy, procedures, protocols and practice are applied consistently in both nations, providing effective people management solutions to individual, team and organisational opportunities, challenges and issues.

Contribute to the development and successful delivery of the People & OD business plan.

**Place in Organisational Structure**

The post-holder reports to the Executive Director, People and OD, with dotted lines to the National Director, Scotland and National Director, Northern Ireland and Republic of Ireland.

**Key relationships**

Internal: Members of the UK Senior HR & Development Team.

Close peer relationships with other HR Business Partners

Close working relationships with the OD Director and Head of HR Operations and their respective teams

Effective working relationships with senior leaders and employees across the charity.

Line management of one HR Advisor (based in Scotland).

Scotland & Northern Ireland Staff Forum and EDI representatives

Programme/project Boards/teams

External (as required) Sustrans legal adviser

 Consultancies

Applicants

 Members of the general public

 External HR networks

**Key responsibilities**

 **Effective HR Partnering – Scotland and Northern Ireland**

* Act as primary advisor and counsel to leaders and managers on strategic and operational people-related matters
* Ensure all change management and people-related issues are proactively managed, supported and delivered
* Provide a high quality, trusted HR service
* Contribute to an improved employee experience
* Ensure proactive and high quality working relationships and connections with ‘central’ HR/OD services, including Learning & Development, OD, resourcing, HR operations and HR systems, acting as the conduit and ‘intelligent client’ for Scotland and Northern Ireland/Republic of Ireland, whilst also ensuring that central services have what they need to perform effectively
* Ensure the consistent application of Sustrans-wide policies, practices, procedures and protocols
* Ensure proactive and timely management of all employment relations matters
* Assist the OD Director to deliver on key workstreams, including leadership, performance management, ‘accelerating for everyone’ – a programme to strengthen diversity and inclusion
* Ensure effective delivery action plans to strengthen annual employee survey results
* Contribute to the successful delivery of the People & OD Business Plan
* Ensure respective business plans and all major business programmes, projects and initiatives are adequately supported, with people-related issues identified, developed and managed effectively
* Contribute to strategic People & OD issues across Sustrans

**Line Management**

* Lead, develop and support the HR Advisor to ensure they are contributing to the maximum of their ability

**Resourcing**

* Work with the HR Resourcing Business Partner and HR Advisor to identify short, medium and long term resourcing issues and solutions, in partnership with managers
* Support Directors and senior managers on talent acquisition and management
* Identify factors affecting workforce supply and demand and assist the HR Resourcing Business Partner and Executive Director, People & OD in developing proactive plans to address workforce issues
* Work with HR Operations to ensure the charity’s recruitment and selection procedures are adhered to

**Communication and engagement**

* Develop communications and engagement plans in support of change initiatives at the local or Charity-wide level
* Liaise with colleagues in HR & Learning & Development to ensure that new policies, initiatives and services are effectively communicated to staff
* Communicate in a clear effective and timely way with managers and staff, including regular attendance at management meetings, to ensure that the HR function maintains a strong credible reputation

**Training and professional development**

* Undertake essential Sustrans training as required
* Work with the Learning and Development Manager to identify learning and development needs across both nations
* Lead, design and deliver HR training and development
* Maintain and update employment law knowledge as well as best practice, to ensure the charity’s policies and procedures are legally compliant and effective

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion**

* Support and comply with the organisation’s policy for the management of Health and Safety
* Support and comply with the organisation’s policies for the management of safeguarding and the management of GDPR
* Support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role
* Play a proactive role in the ‘accelerating for everyone’ programme; identify opportunities to increase equality, diversity and inclusion across the Charity and work with the Executive Director, People & OD and others to implement such initiatives

**Other**

* Perform any other duties consistent with the nature and grade of the role as agreed with the Executive Director, People & OD and the National Directors, Scotland and Northern Ireland and Republic of Ireland

**Working conditions**

The post-holder will live close to the nominated office base although there may be opportunities to work from home at times. Overnight stays away from home will be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to cycle, walk or use public transport for the majority of work journeys.

**Special note**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled: Executive Director, People & OD

Date: November 2020

**HR Business Partner, Scotland & Northern Ireland (SUS3039)**

**Person specification**

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| **Criteria** | **Essential** (unless otherwise indicated) |
| Qualifications, education and training | Full CIPD membership Graduate and/or postgraduate qualification (desirable) |
| Experience | Substantial experience in a HR partnering/management roleTrack record of delivery and impactSenior HR roles in multiple sectors and/or coverage of multiple business functions (desirable)HR Business Partnering with Directors (desirable)HR experience in the charity sector (desirable)Development and delivery of people and organisation development projects/initiatives Experience of HR casework and management of a wide breadth of employment relations issues Line management (desirable)Extensive experience of providing proactive advice and support to managers and staffExtensive experience of developing solutions to complex organisational problemsExperience of working remotely as part of a wider HR team (desirable)Experience of working in more than one nation (desirable)Specialist professional experience in different aspects of HR management and development (desirable)Track record of delivery in equality, diversity and inclusionExperience in Hays job evaluation (desirable)Experience of delivering HR services in a multi-site organisation (desirable)Experience of a systemic approach to improving the employee experienceDeveloping, organising and running formal and informal training programmesCoaching and mentoring  |
| Skills and abilities | Exceptional communication skills with the ability to present information clearly both verbally and in writing.Excellent engagement and interpersonal skills Political and business acumenProven ability to build effective working relationships with a variety of leaders and staffAbility to plan, organise and prioritise own workloadAbility to work within a teamAbility to lead and motivate others Ability to communicate and implement initiatives, strategies and policies.Ability to be decisive and incisiveCritical thinkingAbility to challenge appropriatelyAgility to think clearly and flexibly Financial acumen |
| Knowledge | In-depth knowledge of contemporary HR and employment legislation and best practiceSound understanding of coaching, mentoring and mediation techniquesSound knowledge of effective organisational design and development |
| Other | Commitment to Sustrans vision, mission, values and strategic prioritiesActive interest in walking, cycling and/or wheelingEase of access to sustainable transport to central Edinburgh and able to travel to Belfast and other Sustrans’ locations across the UK  |
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