

Contract Type:	Fixed term - maternity cover until July 2019
Location:	Any Teach First local area office
Hours:	Full-Time
Level:	3
Salary Range:	£45,544 (roles based in London will also receive £3000 London Weighting Allowance)
DBS:	None

---

## HR Business Partner

### Purpose of the role:

This HRBP role is designed to support the organisation through periods of significant organisational change as we refresh our 2018 to 2023 strategy. This role will use their extensive experience of leading organisational restructure and consultations. The role also uses practical employee relations and employment law experience to provide expert guidance to senior stakeholders and for our ongoing policy reviews and implementation.

The HR business partner does not act as the HR Consultant; the partner shares responsibility with the business leader for the achievement of people goals and targets.

As a member of the broader HR team, and through effective team-working with other parts of HR, the role will contribute to effective performance of the HR and Workplace department, and engagement of the employees within it.

### At this level you will:

- Report into the HR Business Partner Team Leader
- Be a trusted partner to Executive Directors, Directors and their management teams
- Work closely with the broader HR team (Talent, HR Operations, Workplace) to deliver HR solutions to our internal customers
- Be comfortable with experiencing and implementing change to the high standard
- Support senior stakeholders through change and restructure processes.

### Your responsibilities include:

Building trusting and credible business relationships with their designated senior leaders & managers, collaborating and advising on organisational design, change & development strategies and delivering HR solutions to accomplish that strategy. Specifically, this will include:

- Using people data (exit interviews, turnover, spans of control and development KPIs) to inform discussion with senior leaders to highlight key strengths, issues and trends enabling more effective planning and decision making.
- Understanding and anticipating the need for change, diagnosing the underlying risks, issues and building the case for change with stakeholders, and managing the people impacts of change activity.
- Leading senior managers through change processes, providing thoughtful challenge & critical analysis and ensuring the process is run in line with legislation and best practice. Creating all the necessary documentation for change implementation with excellent attention to detail and accuracy.
- Working with senior managers to ensure your designated areas are the right shape and size to achieve the charity's goals, whilst maximising value for money.

- Acting as an interface between your client groups and HR team and providing feedback to HRLT that the HR initiatives, processes and practices are fit for purpose.
- Supporting Leaders to formulate and implement people and organisation strategies and plans in order to get the right people with the right skills at the right time.
- Collaborating on workforce and resource planning, drawing on resourcing expertise to fill roles, and ensuring effective recruitment strategies are in place. Ensuring timely and accurate information is provided to the workplace team.
- Supporting ongoing organisational growth by identifying competency gaps, and linking to the charity's internal development offerings to support employee career development.
- Working with designated leaders to identify the talent and critical roles in their areas and devising actions plans to retain, develop and advance these key employees. Also putting succession plans and talent pipelines in place for critical roles.
- Working with senior HRBPS and stakeholders in regards to workforce planning and advising on the resulting recruitment, capability and talent needs, ensuring that roles are in line with HR guidelines and assisting with approvals.
- In addition to focusing on a designated part of the Charity, this role will support the HR BP team in the implementation of charity-wide projects and HR processes to drive people and organisational improvements, including, but not limited to improving retention; design and deployment of talent processes to identify, develop and deploy key talent and exceptional performers to critical roles; shaping and reinforcing the TF culture
- Supporting the HRBP Team Leader in building organisational capability and capacity for people related change management
- Supporting the HRBP Team to upskill managers and leaders in line with the overall HR Strategy
- Contributing as an active member of the wider HR team, driving improvements in HR tools and policies through external market research, insights and internal best practice.
- Design and implement approaches to develop and nurture the positive aspects of the charity's culture and workplace climate

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will may also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.*

## Person Specification

### Essential skills and experience:

- **Knowing the Market:** Understanding of the charity & the industry in which it operates, its people and culture, and what delivers value in order to implement and support the design of HR activities that align with business requirements.
- **Relationship Management:** Ability to influence and build credible relationships, whilst upward managing and constructively challenging at senior levels where needed.
- **Change Management:** Extensive experience in Change management process, including Collective consultation
- **Human Resources:** Significant HR Generalist experience working with stakeholders at all levels and the ability to upward manage and challenge.
- Ability to operate effectively in an ever-changing, fast-paced, uncertain and sometimes complex environment. Comfortable with experiencing and implementing change.
- Excellent knowledge of employment legislation and recent case law and able to apply this practically to resolves issues and formulate plans.
- Ability to effectively manage a high workload whilst providing a comprehensive HRBP service.

### Desirable skills and experience:

- Experience within the Charity/Third sector.
- CIPD qualification or equivalent (or working towards)
- TUPE experience

All our employees are expected to model [our values](#) and help others to do so.

### **Benefits**

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

### **How to apply**

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

### **Next steps**

We aim to provide feedback to all applications within 10 working days from the closing date. Please note that first round interviews will take place week commencing 2<sup>nd</sup> April 2018 and second round interviews will take place week commencing 9<sup>th</sup> April 2018.