**JOB DESCRIPTION**

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| **Job Title:** | **People and Culture Partner** | **Location:** | **Head Office** |
| **Reports to:** | **Head of People and Culture** | **Direct Reports:** | **People and Culture Advisor**  **People and Culture Administrator** |

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| **Primary Objectives** |
| * To partner with key stakeholders to enhance people processes, initiatives and practices necessary to support evolution and growth * To deliver a professional and effective People and Culture strategy that engages all employees, promotes the SIG vision and creates a culture of coaching and feedback, and empowering employees to achieve their full potential. * To work with the Head of People and Culture to motivate a leading professional People and Culture team. |

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| **Key Responsibilities** |

* To provide expert input across a range of People and Culture disciplines. Design and deliver high impact solutions that meet the needs of the business.
* To work with team colleagues to ensure the organisation attracts, manages and develops individual talent to support current and future organisational needs.
* To lead and champion projects and initiatives to promote the Company’s reputation as a leading organisation and an employer of choice.
* To promote a positive climate through effective employee engagement. To ensure internal communication activities are of the highest standard and effective in employee value creation.
* To monitor, review and report on employee engagement for leaders across the business.
* To plan and conduct employee focus groups to gain deeper insight and formulate relevant action plans to improve engagement.
* To identify People and Culture priorities from corporate and departmental plans, translating business requirement into effective People and Culture practices and delivering people solutions aligned to business objectives.
* To deliver key People and Culture initiatives and annual activities to address workforce planning, restructuring, resourcing, reward and recognition, employee engagement and business growth.
* To drive continuous improvement within designated operations teams.
* To take a proactive approach to risk management, ensuring risks and issues are identified and addressed.
* To interpret People and Culture policies and advise / support managers in the practical implementation of best practice and employment legislation to ensure compliance and consistency.
* To continuously lead on recruiting new talent and to build talent pools.
* To implement and manage a robust performance review system that promotes the organisation’s vision and culture of coaching and feedback and develops each individual to their full potential.
* To identify and deliver measures to address gaps in performance ensuring individuals are fully enabled to do their role.
* To use personal experience, skills and knowledge of People and Culture interventions to make a significant impact in key areas such as change management and organisational design.
* To support and coach line managers in robust leadership and performance management of their teams: to promote a positive climate of engagement and feedback.
* To support the Head of People and Culture in developing and implementing effective absence management processes and to ensure line managers are conversant and compliant with the process and to reduce days lost. To use OH advice and guidance to accommodate business needs.
* To support effective recruitment processes using optimum resources for attraction and selection of most suitable candidates thus improving the talent pool.
* To carry out employee induction ensuring all new employees are inducted into the business in a professional and timely manner.
* To monitor and measure employee turnover using appropriate methods to reduce turnover to company target.
* To work with the People and Culture administration team to ensure effective administration (recruit to termination of employment).
* To ensure consistent and effective implementation of the Group’s Equality & Diversity policy and procedures.
* To positively promote an environment within the Group which respects and values the diversity of both staff and service users.
* To use reporting information to make appropriate recommendations to line managers.
* To ensure compliance with company values and ethics.
* To be a visible and approachable support service to both managers and employees.
* To take responsibility for personal growth and development and to ensure that professional knowledge is up to date and accurate.

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| **Required Knowledge, Skills and Abilities** |

* At least 3 years general human resource management experience covering the full spectrum of HR disciplines in a related and or multi-site environment.
* Be able to demonstrate knowledge and experience in employee engagement initiatives.
* Knowledge and experience in HR policy formulation and implementation, human resources administration, job descriptions, job evaluation, recruitment, induction, learning and development remuneration and benefits, performance management, collective/individual employee relations and employment legislation, conflict management, change management, absence management, team development, compliance (values/ethics), management reporting, health & safety management.
* Good conceptual ability, pragmatic with a logical and operational approach.
* Be able to demonstrate experience and leadership in successful project management.
* A creative thinker, brings solutions not problems.
* Commercially focused and an employee champion.
* Excellent interpersonal, influencing and coaching skills.
* High level of confidentiality and ethical standards/values
* Positive, “Can Do” attitude

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| **Education, Experience and Qualifications** |

* Ideally CIPD qualified or with experience commensurate with the qualification
* Educated to degree level or equivalent
* At least 3 years’ experience in a similar role

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| **Physical Demands** |

There are no perceived physical demands of this role.

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| **Work Environment** |

This role is predominantly office based but may require occasional travel and overnight stays away from home

This Job Description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. It is understood by the job holder that elements of this job description will adapt to a changing environment and business demands.

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| **Version Update:** | January 2019 |