



Role description

Post:	Senior People and Culture Partner
Location:	Homebased
Contract type:	Part time
Contract length:	Permanent
Reports to:	Director of People, Finance and Corporate Resources
Grade:	4
Line Manages:	People and Culture Assistant

Job Purpose:

To provide senior strategic People & Culture leadership and specialist advice across organisational development and design, learning and development, culture, Equity, Diversity and Inclusion (EDI), engagement and wellbeing, workforce planning, succession and talent, change management, reward and recognition, performance, employee relations and internal communications.

Working closely with the SLT and Board, the postholder will influence organisational strategy and policy, provide expert advice and constructive challenge, and deliver agreed People & Culture priorities with significant autonomy. The postholder will be relied upon for the integrity of specialist advice and will resolve complex and sensitive organisational issues.

Main Duties

- Develop and advise on People & Culture strategy, providing authoritative specialist advice to the Director, SLT and Board and contributing to wider strategic planning and policy.
- Shape and oversee organisation development, design and change initiatives to improve capability, effectiveness and culture.
- Develop and oversee workforce planning, learning and development, succession, talent and capability planning, identifying critical roles, future workforce requirements, capability gaps and associated risks.

- Develop and oversee approaches to culture, EDI, employee engagement and wellbeing, using insight and data to improve employee experience and performance.
- Set the approach to internal communications relating to people, culture, organisational priorities and change, ensuring clear, consistent and engaging communication.
- Develop and oversee reward, recognition and performance approaches, ensuring fairness, effectiveness and alignment with strategy.
- Provide senior specialist advice on complex employee relations matters, applying employment law and organisational policy and advising on associated employee, organisational and legal risks.
- Build and maintain effective relationships with recognised trade unions and the Employee Forum, supporting collective consultation, employee voice and engagement.
- Develop and maintain People & Culture policies, frameworks and organisation-wide initiatives.
- Direct significant People & Culture projects and cross-organisational initiatives, determining how agreed objectives are delivered and managing risks, priorities and stakeholders.
- Identify and advise on strategic people and workforce risks, ensuring these inform planning and decision-making.
- Use workforce, people and organisational insight to identify trends, risks and opportunities and inform strategic decision-making.
- Manage and develop the People & Culture Assistant and provide professional leadership across the wider organisation through influence and expertise.
- Provide professional challenge and develop solutions to complex, sensitive and sometimes unprecedented issues, using experience, creativity and sound judgement.

General responsibilities:

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
3. Other tasks as may be required, commensurate with the level of the post

General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

A = Application | I = Interview

Person Specification

1	Aptitude/abilities/skills I Strategic thinker with strong judgement and the ability to develop practical solutions to complex issues. I Able to influence, advise and constructively challenge senior stakeholders. I Strong communication, relationship-building and stakeholder management skills. I Able to work autonomously, prioritise and deliver through influence
2	Education/knowledge A CIPD Level 7 qualification or equivalent professional knowledge and experience. A Strong knowledge of strategic People & Culture practice, including organisation development and design, workforce planning, L&D, talent and succession, culture, EDI, engagement and wellbeing, reward, performance and employee relations. A Strong working knowledge of UK employment law and its practical application to employee relations, change, policy and people decisions. A Knowledge of using workforce and people insight to inform strategic decision-making and identify risks
3	Experience A Significant senior People & Culture/HR experience across a broad organisational portfolio. A Proven track record of developing and implementing People & Culture strategy and organisation-wide initiatives. A Proven ability to advise and influence SLT and/or Board-level stakeholders. A Track record of leading significant organisational change, development, design or workforce initiatives. A Demonstrable capability in managing complex employee relations, including trade union and/or employee representative relationships.

	A Experience of managing people and leading significant projects or programmes.
4	Personal Characteristics I Credible, confident and professionally authoritative. I Politically astute, resilient and comfortable operating at senior organisational level. I Collaborative, inclusive and solutions focused. I Demonstrates integrity, discretion, emotional intelligence and sound judgement. I Comfortable with complexity, ambiguity and sensitive issues.