



HR BUSINESS PARTNER



ABOUT THE ROLE

Reporting to the Senior HR Business Partner, the role will provide HR support to the wider business, maintaining positive relationships with all key stakeholders in assisting them with all HR related matters.

Responsible to: Senior HR Business Partner

KEY RESPONSIBILITIES

1. DIVISIONAL AND HEAD OFFICE SUPPORT

- To carry out regular visits (minimum of 4 visits per division each year) and ensure you are the key point of contact for nominated divisions for all HR related matters.
- Understand divisional current and future recruitment needs and work closely with Talent Manager to identify potential succession opportunities
- Promote active use of recruitment tools with recruiting managers e.g. Redrowcareers.co.uk/job boards/LinkedIn with an aim to reduce the reliance on agency recruitment.
- Support recruitment with all relevant departments providing support to line managers on candidate management and interviews /assessment days where required.
- Work closely with and support Line Managers to deliver effective Employee Relations including disciplinary, grievance, absence management and other people related processes.
- Effective use of the outsourced OHS process ensuring that all long term sickness absence is dealt with effectively and efficiently.

2. EMPLOYEE ONBOARDING

- Support the employee life cycle ensuring that the process for starters, leavers and changes/transfers are managed, recorded and communicated with all relevant departments providing support to line managers where required, work closely with HR transaction team.

3. EMPLOYEE DEVELOPMENT

- Support with the performance management and development programmes linking closely with Talent Manager as regards succession planning.
- Feed into staff engagement initiatives including attending engagement group meetings, staff engagement surveys and staff communications including Engage.
- Support with any HR related training and development initiatives.
- Assist L&D with delivery of training including management training course.
- Ensure that all employees comply with employment legislation and Company policies and procedures.
- Support with all HR related policy review and development.

4. GENERAL

- Collation and preparation of the monthly HR management information.
- Contribute to the HR systems with data management and support the business with the key HR information at both divisional and Head Office level.
- Ensuring adherence with the GDPR by ensuring that all staff comply with the Company's Policy
- Ensure that all employees comply with employment legislation and Company policies and procedures.
- Support with all HR related policy review and development.
- Provide support and cover for other colleagues within HR Department

THE PERSON

What kind of person are we looking for?

- Outgoing and confident
- Strong stakeholder management skills with the ability to influence at all levels
- Ability to produce reporting information & analysis of information
- Ability to work under pressure and against tight timelines
- Ability to work individually and within a team
- A problem solver with a pragmatic approach
- A strong need to understand the detail
- Confident in presenting a methodology or approach to key stakeholders
- An agile approach to working and demonstrable examples that you are comfortable working in changing situations with fast pace.
- Resilience and personal gravitas
- Willing to travel across the Divisional offices as and when required

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.