**Role Profile**

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| **Job title:** Senior HR Business Partner |
| **Department:** HR |
| **Reports to:** HR Manager |
| **Grade:** 6 |
| **Staff responsibility:** 1 HR Administrator, 2 HR Assistants |

**Organisational Structure**

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| Executive Director of Finance |

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| HR Manager |

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| Senior HR Business Partner |

**Job Purpose**

To manage the provision of excellent HR support and advisory services in alignment with Cairn’s vision and values and current employment legislation and best practice.

To support the HR Manager in the development and delivery of human resources and organisational development strategies which support Cairn’s overall strategic aims and objectives.

To support the HR Manager in the delivery of a transformational programme of organisational development and cultural change through the implementation of Cairn’s People Strategy Action Plan.

**Key Accountabilities**

* To take the lead on the provision of :
	+ Professional advice on HR issues to all internal and external stakeholders.
	+ Advice and support to all employees in line with Cairn policies procedures and current legislation.
	+ Advice and support for Managers on employee relations and absence issues.
* To oversee, manage and co-ordinate the recruitment and new starter process from start to finish.
* To support the delivery of Cairn’s Learning and Development programme.
* To support the HRO in providing an efficient HR service and best practice
* Responsibility for maintaining the Human Resources IT system and records
* To assist the HR Manager in producing statistical and management information including monthly performance framework report.
* To provide HR related management skills training including course preparation and delivery.
* To support and assist HR Manager in delivering HR Projects
* To lead on the provision of expert advice on more complex employee relations casework and to support the HR team in providing expert guidance and coaching on the full range of HR activities.
* To undertake Performance Management for HR team members and ensure that their professional skills and experience are developed to meet business needs.
* To develop effective relationships with managers across Cairn to ensure the provision of high quality and effective advice on the HR implications of departmental goals and plans in line with the HR Business Partnership Model.
* Under the leadership of the HR Manager, to develop, implement and maintain HR Policies and Procedures which are in line with employment legislation and best practice.

**Person Specification**

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| **Education** |
| * Educated to degree level/other relevant qualification or four years relevant experience
* Membership of CIPD
* Proven experience of dealing with complex HR Issues
* Experience of managing a team in a Human Resources department
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| **Experience** |
| * Proven experience of dealing with complex HR issues
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| **Knowledge** |
| * A working knowledge of an HR system
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| **Skills and Abilities** |
| **Essential*** Experience of managing a Human Resources team.
* Demonstrable success of working in partnership with managers to deliver innovative HR solutions that meet business need.
* Proven ability to lead and motivate HR staff to deliver results
* Ability to organise, prioritise own and others workload
* Sound knowledge of employment law and best practice
* Experience of developing and implementing HR policies and procedures
* Experience of leading strategic projects & initiatives

**Desirable*** Proven track record of delivering projects on time and within budget
* Experience of working within a Business Partner Model
* Excellent interpersonal, verbal and written communication skills
* Experience of inputting into business and HR plans
* Knowledge of workforce planning practices
* Knowledge of Organisational Development processes and practices
* Experience of engaging / negotiating with recognised trade unions
* Coaching & Mentoring experience and/or certification
* Negotiation and mediation skills
* Confident, enthusiastic, flexible and adaptable
* Ability to accept responsibility and work on own initiative
* Committed to continuous Personal Development and willing to undertake training as required
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| **Personal Qualities** |
| * Ambition (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation)
* Analytical reasoning (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation)
* Compliance (adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes)
* Delegating (appropriately designates responsibility and refers problems or activities to others for effective action)
* Developing others (develops subordinates' competence by planning effective experiences related to current and future jobs, in the light of individual motivations, interest and current work situation)
* Empathy (understands the feelings and attitudes of others and is able to put oneself in others' shoes).
* Innovation (is change-oriented and able to generate and/or recognize creative solutions in varying work-related situations).
* Integrity (maintains and promotes organisational, social, and ethical standards and values in the conduct of internal as well as external business activities)
* Listening (draws out opinions and information from others in face-to-face interaction)
* Communication (is proficient in both written and verbal communication)
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**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance