**Role Profile**

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| **Job title:** Human Resources Business Partner |
| **Department:** HR |
| **Reports to:** Senior HR Business Partner |
| **Grade:** 5 |
| **Staff responsibility:** 1 PT HR Admin Assistant |

**Organisational Structure**

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| Director of Finance & Business Services |

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| Head of HR & OD |

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| Senior HR Business Partner |

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| HR Business Partner |

**Job Purpose**

To ensure that Cairn achieves high standards of HR practice in all operations whilst providing an advisory and consultancy service to internal and external stakeholders

**Key Accountabilities**

* To provide professional advice on HR issues to all internal and external stakeholders.
* To provide advice and support to all employees in line with Cairn policies procedures and current legislation.
* To advise and support Managers on employee relations issues.
* To advise and support managers on both short and long term absence.
* To 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 HR Assistants on the production of contracts.
* To support the HR Assistants in maintaining the Human Resources IT system and records
* To assist the HR Managers 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 the HR Assistants and oversee the HR admin procedures to ensure good practice,
* To support and assist HR Managers in delivering HR Projects
* To carry out any other reasonable tasks as required
* To carry out the role using the core values of the organisation as guidance

**Person Specification**

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| **Education** |
| * CIPD full or part qualified or 3 years relevant experience |
| **Experience** |
| * Proven experience of dealing with complex HR Issues such as grievance, disciplinary, capability and ill health termination. * Sound knowledge of employment law and best practice |
| **Knowledge** |
| * A working knowledge of an HR system |
| **Skills and Abilities** |
| **Essential**   * Track record of providing professional HR advice to managers on a wide range of issues * Demonstrate a sound knowledge of employment law and HR best practice with ability to interpret, advice and working within legislation (including familiarity of TUPE) and current policies and procedures. * Proven experience of dealing with complex HR Issues such as grievance, disciplinary, capability and ill health termination. * Experience of undertaking and achieving HR project work * Ability to contribute to the development of policies and procedures * Able to work with, report and understand statistical information. * Ability to develop and deliver management skills training. * Sound IT skills including use of MS Office applications and the ability to use HR systems. * Experience and knowledge of Data Protection, its impact on HR work and the importance of working with discretion and trust with this information. * Excellent interpersonal and communication skills. * Excellent administrative and organisational skills. * Confidence and ability to relate to people at all levels. * Self-motivated to achieve results. * Flexible attitude and approach. * Proven problem solving skills. * Ability to work under pressure without supervision. * Ability to travel to any Cairn property as required.   **Desirable**   * Membership of CIPD * Familiarity with specific HR information systems e.g. CHRIS 21 * Excellent interpersonal, verbal and written communication skills * Experience of engaging / negotiating with recognised trade unions * 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 |
| **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 recognise 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) |

**Core Competencies**

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