**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
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| **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
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| **Knowledge** |
| * A working knowledge of an HR system
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| **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
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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 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)
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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