

JOB TITLE: HR Business Partner

LOCATION: Head Office

REPORTING TO: Director of HR

DIRECT REPORTS: None

JOB PURPOSE:

To provide advice and coaching to people managers, helping them deliver HR activities with a compliant and positive approach.

To provide support and give advice to the business and where necessary, employees on policies and procedures to ensure that all human resources procedures and administrative tasks are completed in a timely and efficient manner.

To support the Director of HR deliver a comprehensive HR service to the business, including developing initiatives that drive employee engagement, support the culture and values, employee relations, compensation and benefits, reward, professional growth, communications and performance management.

PRINCIPAL ACCOUNTABILITIES

- Provide day to day advice to people managers on all human resource issues: management of staff, remuneration, etc.
- To provide accurate MI on data such as staff turnover, absence, etc.
- To analyse employee attrition and provide recommendations for improving employee outcomes
- Ensure all staff receive appraisals in accordance with company policy and monitor probationary periods
- Deliver recruitment throughout the company, build relationships with recruiters, draft briefs, set up interviews where necessary. Support the recruitment of senior management hires when necessary
- Ensure all functions have accurate job descriptions
- Deal with any performance or grievance issues in a legally compliant and professional way
- Monitor absence levels and take remedial action
- Ensure all HR policies and procedures are up to date and legally & regulatory compliant
- Support the Director of HR in the review of all staff salaries and the delivery of the annual pay review process and ad hoc increases where required
- Review, recommend, deliver & implement appropriate benefits for the organisation
- Support in the development of a succession plan for all departments
- Involvement in all redundancy consultations
- Involvement in business change activity and planning
- Ensure payroll is completed accurately and to deadline
- Conduct occupational health referrals and providing pastoral support and advice to employees
- To take responsibility for risk and compliance within the remit of the role

This list is not exhaustive and you may be requested, from time to time, to undertake other reasonable duties requested by the board that may sit outside of this Job Description.

KEY PERFORMANCE INDICATORS

- Quality of work undertaken
 - Speed and efficiency of work, including response to requests
 - Accuracy of written and verbal reporting to Line Manager(s)
 - Customer and colleague relationships and feedback.
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Restrictions

- You are not authorised to request goods/services on behalf of the company without the explicit written consent from the Director of HR, CEO or FD in the absence of the CEO.

Qualifications, Experience and Skills Criteria

CRITERIA	ESSENTIAL	DESIRABLE
General Education	GCSE of equivalent	
Previous Work Experience	5 years' experience in a HR role	
Specific Knowledge	Computer literate with knowledge of Excel Word, PowerPoint and email, experience of HR Experience	
Professional/Academic/Vocational Qualifications	CIPD Qualified	
Specific Skills	<ul style="list-style-type: none"> Effective communication skills – Have the ability to engage and influence Excellent interpersonal skills to form effective working relationships based on trust at all levels Strong written communication skills Analysis skills – Ability to analyse data and situations and provide recommendations Strong attention to detail – Ability to produce accurate work Focuses on delivery with excellent time management skills Understanding of the need for confidentiality Proficient in the use of MS Office 	
Demonstrated Behaviours	<ul style="list-style-type: none"> Works well with staff Look beyond boundaries of own job to support others. Shares knowledge and encourages ideas from staff Contributes to a positive team spirit' Enthusiasm and willingness to learn and develop Ability to motivate self and others Self-motivated & confident , able to work unsupervised Ability to communicate/liaise with team members and others Ability to respect confidentiality of information Ability to work well under pressure Has the ability to plan, prioritise and organise effectively. Works within the ISO Quality framework & in line with company policies Works at all times within CSA, FCA, ICO & all other Regulatory Rules & Guidelines 	
Specialist Requirements		



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I can confirm I have read and understand the Job Description.

NAME:.....

DATE:.....

SIGNATURE:.....

Please sign and return one copy to the HR department for filing.