

Job Description

Position Title: HR Business Partner

Reports to: Head of HR

Location: London

Summary of Position:

Responsible for the day to day delivery of a high quality, comprehensive customer focussed HR BP service in support of the HR Strategy to meet business needs.

Accountable for the delivery of projects that add value to the business objectives of the Group.

Key Responsibilities & Accountabilities:

Overall Purpose

- Proactively supports the delivery of HR processes and implements changes as needed to minimise risk
- Manage complex HR Projects cross-functionally
- Build strong business relationships and provide creative HR solutions to maximise impact
- Promote positive changes in people management practices to drive performance improvement across the business
- Develop and maintain succession plans for key talents and key job positions
- Challenge organisational structures and proposes changes to meet immediate and future business needs
- Adhere to company and regulatory policies, procedures together with mandatory training requirements
- Adhere to financial reporting requirements including monthly phasing of income.

Resourcing

- Ensure the recruitment and induction processes are managed in accordance with due protocols and delivered effectively accordingly to Divisional requirements.

- Partner divisional management regarding their unit structures and provide assistance and challenge so as to implement positive resourcing plans

HR Policy & Advice

- Coach, support, mentor, and challenge managers in the application of HR policies and practices
- Equip managers with appropriate tools and knowledge to effectively manage their people in line with their people plans
- Manage employee relations issues such as Disciplinary, Capability and Grievance
- Ensure that relevant legislative requirements and best practice are embedded in the development of project and policy work and in all the advice provided to managers and employees
- Ensure the employee handbook, policies and procedures, letter templates and People sections of the intranet are maintained and up to date
- Work with Head of Diversity & Inclusion to implement Group wide initiatives
- Provide data to business units to support management practices

Reward & Recognition

- Provide guidance and facilitate annual and ad hoc reward and recognition interventions

Employee Relations

- Provide guidance and support to the business that promotes a positive working culture aligned to the Company's Values
- Provide both transformational advice and transactional support on change management initiatives

Talent Development

- Work with Head of Talent Development to identify needs within the business through performance management and consultation with managers
- Analysing the output from the Performance Appraisal process (Training Needs Analysis) and working with Head of Talent Development and managers to build realistic training plans for the Company, departments and individuals
- Work with HR colleagues and managers to identify and implement appropriate development plans for High Potentials and Successors
- Co-ordinate with colleagues and managers to run internal training sessions

Project Management

- Provide project management support and HR expertise to the business with specific related projects
- Work with Global HR Team on specific projects as appropriate

Wellbeing

- Implement and identify wellbeing initiatives and needs within the business aligned to Group programme

The list above is not exhaustive and the job holder will be required to carry out other job functions which the Company believes are within their capability.

Functional & Behavioural Competencies required:

- Degree and CIPD qualified (or equivalent)

Experience Required

- Experience of working in a professional Human Resources department, preferably in an international commercial environment and ideally in a smaller team
- Strong understanding of employment law, HR policies and practices and demonstrable experience of their application

Excellent IT & Organisational Skills

- Strong practical application of the Microsoft office suite and experience of an HR/Payroll system
- Manages a wide range of tasks but maintains focus on deadlines and priorities
- Anticipates problems in advance and makes contingencies
- Able to own tasks from start to finish and takes ownership, Analytical, numerate
- Excellent attention to detail and ability to plan, produce high volume of high quality work with a quick turnaround and deadline driven environment

Customer Focused

- Excellent interpersonal skills, adapting communication style to situation, gravitas to deal with employees, line managers and directors
- Builds effective relationships with the business and key service providers

- Proactive, always looks for ways of delivering a better or more efficient service
- Respectful and professional in dealings with people at all levels, demonstrating diplomacy and discretion

Team Work

- Resourceful in setting up new systems and processes
- Keeps apprised of the needs and demands of the team
- Uses diplomacy and discretion when supporting team members
- Displays flexibility and takes on a range of tasks
- Approachable and friendly

Behavioural Skills

- Ability to effectively contribute to the team and interact with others
- Ability to use own initiative to work out problems which may arise, taking ownership for resolution
- Conscientious and proactive, willing to be part of a team, hands-on, takes great pride in seeing high quality
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined