

<b>REGULATOR OF SOCIAL HOUSING ROLE PROFILE</b>
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<b>Role</b>	HR Business Partner (Directorates)	<b>Directorate</b>	Finance and Corporate Services
<b>Reports To</b>	Head of HR	<b>Section</b>	HR
<b>Post Reference</b>		<b>Grade</b>	17

### Purpose of the Role

Working as part of a small team, the postholder is one of two HR Business Partners involved in the range of HR activity across the Regulator. Each postholder works with a designated group of directorates in the organisation, providing a specialist HRBP service to key areas of the business.

The role will involve; discussing business strategies, HR challenges and HR plans that can help the business with senior management and key stakeholders; working with management in their business area to make sure employees have the skills and resources they need to achieve their objectives; developing plans for recruitment, training, restructuring and succession and helping relevant staff implement them; coaching Line Managers on ways to motivate their employees and lead more effectively, proactively identifying opportunities for continuous improvement, and analysing human resource metrics and comparing results to key performance indicators

HR Business Partners will also provide a range of HR advice and support to managers across the organisation, including recruitment, performance, discipline, dispute resolution and sickness absence.

Reporting to the Head of HR, the role leads on the delivery of medium-term organisational development projects and initiatives, supports strategic planning, and manages the efficient and effective delivery of HR services.

The HR Business Partners will lead on developing the range of HR functions including the development and operation of recruitment processes, supporting and advising managers on employee relations issues, consulting with the trade unions on individual and collective matters, developing and advising on employment terms and conditions, policies and procedures, and maintaining and developing pay structures through job evaluation, with duties being allocated as outlined in the Main Duties section.

### Main Duties and Key Accountabilities of the jobholder

- Work closely with colleagues to develop HR Business Partnering for designated parts of the organisation. This will include; Relationship management, especially at managerial and stakeholder levels; Business management, including financial management and strategic planning; applying logic, analytics and problem-solving to evaluate business metrics and determine ways to improve results
- Design, develop and implement HR initiatives and organisation-wide projects across the regulator, working with colleagues from other teams.
- Provide HR advice and support to managers on employee relations issues including absence, grievance, performance and discipline, to ensure that the regulator complies with employment legislation and government requirements
- Review, develop and implement HR policies, procedures and associated delivery plans, including staff retention, resourcing, pensions, terms and conditions, job evaluation and pay and grading (including the gender pay gap) in accordance with best practice, employment legislation and government requirements

### **Main Duties and Key Accountabilities of the jobholder**

- Work with trade unions on individual and collective issues, including through the joint negotiation and consultative committee to ensure effective working relationships and a good employee relations climate in the organisation.
- Work with the AD HR and Director of Finance and Corporate Services to ensure effective delivery of external service providers, in line with relevant service level agreements, escalating issues as required.
- Develop and analyse relevant HR management information, highlighting issues and where possible making recommendations for resolution
- Work with the AD Human Resources, AD Corporate Services and Performance and Head of Programmes and Projects to lead on projects which support delivery of the regulator's organisational Strategy
- May line manage HR administration and support staff as required
- To consistently work collaboratively and openly with senior leaders and across the organisation to facilitate the achievement of the fundamental objectives of the regulator
- Support the alternate HR Business Partner as required

### **Specific work areas, HR Business Partner**

- The HR Business Partner will act as Business Partner to areas of the organisation to develop plans for recruitment, training, organisational development and succession planning, working with key staff to implement relevant initiatives
- Discuss business strategies, HR challenges and HR plans that can help the business with senior management and key stakeholders
- Work with management in their business area to make sure employees have the skills and resources they need to achieve their objectives

### **Working Relationships and Contacts**

- Regulation Executive Team and Senior Leadership Team
- Union and other staff representatives
- RSH managers and staff, advising on HR and people issues
- External service providers including Payroll, pensions and HRMIS

### **Role Requirements**

#### **Qualifications**

- CIPD qualified to Level 5
- Educated to degree level in a relevant subject, or equivalent experience

#### **Desirable**

- CIPD qualified to Level 7, or willing to work towards this.

**Role Requirements**

- Chartered Member of the CIPD

**Knowledge, skills and experience**

- Comprehensive understanding of employment laws, including inclusion and diversity programmes
- Comprehensive understanding of the sector, focus area and business trends
- Track record of delivering an effective HR service in a public sector environment
- Strong understanding of employment law
- Experience of advising managers on complex employee relations issues, able to analyse situations and exercise sound professional judgement to resolve issues
- A track record of successfully leading organisation change projects within agreed timescales, understanding how people react to change.
- A track record of ensuring continuous improvement through the review of systems and processes
- Experience of consulting and negotiating with Trade Union representatives on individual and collective matters, building an effective working relationship
- Verbal and written communication, including active listening, for determining business goals and suggesting ways to achieve them through human resource initiatives
- Ability to work collaboratively and constructively across the organisation all levels and to take responsibility and proactively demonstrate accountability for own and team's areas of operation
- A high level of resilience and ability to manage ambiguity and challenge
- Ability to adopt an optimistic and pragmatic approach to solving problems
- Experience of managing relationships with service providers with authority and credibility
- Able to manage workload effectively across a team, develop practical solutions to problems whilst balancing multiple issues and priorities appropriately.
- Personal credibility
- Excellent level of written and verbal communication skills
- A champion of the Regulator's values

**General Responsibilities**

- To adhere to the Regulator's Equality and Diversity and Equal Opportunities policies in all activities and to actively promote equality of opportunity
- To be responsible for own health and safety and that of colleagues and all others in the workplace, in accordance with the Regulator's Health and Safety policies
- To demonstrate the Regulator's core values in all working relationships within the workplace
- To work in accordance with the Regulator's Data Protection Policies and adhere to the Regulator's Freedom of Information policies where appropriate
- To undertake such other duties as may be reasonably expected, subject to change, dependent on the needs of the organisation