

HR Business Partner – Job Description

Role Purpose:

The HR Business Partner (HRBP) position is responsible for aligning employees and management in designated business units with business objectives. The position serves as a consultant to management on human resource-related issues, acting as an employee champion and change agent.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements

Strategic Contribution

- To understand and apply organisational development frameworks to high-performance, culture and change management processes
- To work with the senior management of the business units to create a long term resource plan and recruitment pipeline, in accordance with CPI strategy
- To support in talent management planning using talent pipelines, succession planning and building capability
- To understand how to maximise productivity in teams using organisation design principles, identifying blockers to effectiveness and providing practical solutions to assist managers and leaders
- To identify and shape leadership development and career development for the benefit of the individual and the organisation
- To support organisational change through the implementation of strategies, projects, or initiatives and their contribution to achieving business strategy
- To help to shape CPI culture, to align company expectations with internal employee and organisation behaviours
- To assist with the continuous improvement of health and wellbeing for employees through effective HR policy
- To assist with the creation of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources through applying HR policy and guidance

HR Delivery

- To partner with areas of the business, whilst being custodian of CPI culture and ways of working, and deliver innovative interventions that cover the areas needs relating to HR (e.g., resourcing, poor performers, talent development)
- To embed, health & wellbeing and D&I values, priorities, and goals within day-to-day work
- To work collaboratively with the wider team in order to provide a high quality HR service to all.
- To support the effective delivery of a high quality HR service, through the further development of HR policies and practice, and the development of the team
- To ensure legislative procedures and policy standards are understood and adhered to by managers and employees, through advice and coaching

HR Business Partner – Job Description

- To share HR knowledge across both the HR team and into the wider company to ensure all are up to date with changes and understand how this impacts themselves and/or their teams
- To be responsible for partnering with senior managers to support business units with all HR issues, ensuring compliance and consistency across the business
- To oversee Occupational Health referrals and Health Insurance claims, ensuring all are processed in a timely manner and all suggested interventions put in place.
- To support the continuous improvement of the service provided by the HR team through contribution to annual people plan and other projects as required.

Business Knowledge

- To regularly review HR policies and procedures to ensure that the company continues to reflect up-to-date employment law and best practice and is legally compliant
- To assess the impact of any employment legislation changes to the company, in order to ensure that the organisation can prepare and plan for any developments and required changes
- To use own understanding of the Company strategy to contribute to the shaping and implementation of the HR strategy
- To lead on employee engagement initiatives to align interests of employees, listening to employee opinion and keeping abreast of the employee relations.

HR Technology

- To use the HR Information System (HRIS) as a source of data to inform decisions.

Direct reports: No direct reports

Person specification:

Education / Qualifications:

Essential:	Desirable:
Educated to Degree level (or equivalent) in a HR or Business related subject (or have significant relevant experience)	Educated to Master Degree level (or equivalent) in a HR or Business related subject
CIPD Qualified or Part Qualified	Completed a Management Qualification
	Chartered CIPD status

Competencies and behaviours	
Leadership (Influencing)	Decision Making (Guiding)
<ul style="list-style-type: none"> • Promotes commitment to CPI's strategy, vision, values, and direction. 	<ul style="list-style-type: none"> • Leads and facilitates a group to a decision from complex, inconclusive or

HR Business Partner – Job Description

<ul style="list-style-type: none"> • Motivates, inspires and build resilience in others by making the vision shareable by everyone. • Rewards and celebrates success with colleagues and teams. • Future proofs work practices. • Trusts others' judgment and demonstrates a willingness to try new things, even at the risk of failure. 	<p>contradictory data, prioritising the needs of CPI.</p> <ul style="list-style-type: none"> • Evaluates options by considering short term consequences and long-term gains. • Uses correct communication method to present a case so that it has greatest persuasive impact. • Is regularly sought out by colleagues for advice and solutions.
<p>Communication (Guiding)</p> <ul style="list-style-type: none"> • Personally takes the lead in creating an environment that encourages open and honest communication at all levels in the organisation. • Motivates and influences others via their communications. • Adapts communication style and format recognising individuals' different needs/ motivations. • Communicates corporate message with conviction and enthusiasm and thereby promotes commitment and belief in others. 	<p>Developing self and others (Influencing)</p> <ul style="list-style-type: none"> • Assesses the skills and competence of others within the organisation, and recommends development activities. • Gives performance feedback in a timely manner on an informal basis regularly. • Actively shares expertise and learning across the organisation. • Takes personal accountability for success or failure of direct reports
<p>Collaboration (Influencing)</p> <ul style="list-style-type: none"> • Blends people into teams, leveraging the use of talents available from any part of the organisation that result in the most innovative solution. • Fosters a sense of energy, ownership, and personal commitment to collaborative work. • Understands priorities and deeper needs of different stakeholders groups. • Supports and enables people to work together to meet objectives. 	<p>Delivery (Guiding)</p> <ul style="list-style-type: none"> • Demonstrates the ability to prepare, gain approval of, refine and update business cases that justify the initiation of a project. • Displays the ability to manage stakeholders, taking account of their levels of influence and particular interests. • Ensures actions and decisions within the team are aligned with CPI's priorities. • Anticipates how team objectives must adapt and stretch to respond to change

HR Business Partner – Job Description

Knowledge and Experience:

Essential:	Desirable:
<p>Excellent working knowledge of employment law with the ability to apply it practically to workplace situations</p> <p>Experience of presenting information in a variety of different formats for different audiences</p> <p>Significant HR and working closely with senior management and/or directors</p> <p>Knowledge and experience of HR systems</p> <p>Confident user of IT systems, particularly Word and Excel and the ability to produce reports and design presentations for a business audience</p>	<p>Experience in advising directors and senior management levels</p> <p>Experience of leading on organisational change projects</p>