

Friends of the Earth – Job Description

Job title	HR Business Partner
Reporting to	HR Manager
Team	People Directorate
Career stage	Grade D, plus pay premium
Contract type	Permanent
Location	Printworks, London
Line management	N/A

Purpose of the role

Friends of the Earth is seeking to improve the effectiveness, impact and diversity of our people. A key priority for our people strategy is to invest in a culture of high performance by ensuring our people have the required skills, knowledge, attitudes and behaviours to work in different ways and enable us to be adaptable and deliver our people-powered strategy.

The purpose of this role is to work in partnership with Senior Leaders, key stakeholders, TU reps and HR colleagues to shape, develop and deliver the People Directorate business plans and solutions in line with the needs and priorities of People Directorate. Operating as an HR expert, work in partnership with the People Team to advise, guide and support staff and managers by providing high level people management and development support across the organisation; support with coaching managers to increase their management capabilities, skills and confidence. The person in this role will play a key role in supporting the implementation of our people strategy, maximise impact through coaching and the realignment of management tools, policies and guidance.

Key responsibilities and tasks

- Be the first point of call for all Employee Relation queries.
- Provide high quality business partnering to managers across the organisation to identify and support people priorities and ensure consistency and alignment with HR practices and team projects.
- Support, develop, coach and advise managers to increase their management capabilities and confidence on the full range of HR and people management matters. This will include supporting the People Team on leading induction, HR related training and workshop sessions and the development of management tools and guidance documents.
- Assist the People Team with the implementation of the people strategy, ensuring it is linked to the overall organisational strategic objectives and participate in project work as required.
- Maintaining a clear understanding and providing up to date knowledge of the legal framework within which HR operates, developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice.
- Support in ensuring policies and procedures are developed, realigned and updated to

provide an effective framework for management and support of staff in line with the new people strategy and changes to employment law and best practice.

- Advise and support managers on all employee relations cases, including proactively managing all casework such as addressing performance improvement cases, absence and wellbeing management, management of grievances, disciplinary and change programmes including restructure and redundancy. This may include liaising with external stakeholders and HR services provider.
- Support with staff engagement activities such as annual staff survey planning, data collection and analysis, workshops and action planning and conducting exit interviews.
- Support the Talent Acquisition Specialist with recruitment as and when is required which includes sitting on interview panels as the HR rep.
- Support with reward and pay benchmarking analysis and job grading.
- Provide payroll support in the absence of the HR Manager and/or the HR Officer.
- Support the production, collation, reporting and analysis of management information and people related metrics and supporting with benchmarking and the development of HR strategies and solutions.
- Actively support the promotion and delivery and embedding of equality, inclusion and diversity.
- Deputise for the HR Manager.
- Provide support to HR Officer as and when is needed
- This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post as reasonably requested by your manager.

Relationships

- Use exemplary person to person skills to build strong relationships with staff & volunteers at all levels of the organisation including developing a good understanding of their skills, abilities and ways of working, in order to help ensure effective delivery of the organisation's goals.
- Develop strong relationships with others across the organisation to ensure excellent communications flows and collaborative problem solving, deploying strong diplomatic skills.
- Build and develop a network of relevant cross sector relationships on behalf of Friends of the Earth. Develop effective working partnerships where relevant.

Communication skills

- Model excellent written, verbal and listening communications skills across the organisation, and assist key individuals in critical examination of progress and performance.
- Contribute to creating a collaborative, reflective, creative and supportive working

culture in Friends of the Earth.

- Demonstrable ability to persuade, influence and negotiate at all levels within the organisation.

Development

- Embrace learning opportunities to improve effectiveness of the role and seek to improve personal performance, contribution, knowledge and skills.

You will also need to be aware of and follow Friend of the Earth policies and procedures, with particular attention to Risk Management, Equality, Diversity & Inclusion, and our values. You will be required to attend training as necessary and update own CPD record.

Person specification

Essential

- Post graduate level qualification in Human Resource management or CIPD qualified associate or member of CIPD and strong knowledge of employment law
- Knowledge and experience of employee relations, including casework management of disciplinary, grievance, sickness, performance improvement management and redundancy processes.
- Knowledge and experience of performance management and development including appraisal, poor performance management and supporting learning and skills development.
- Demonstrable experience of coaching managers and individuals.
- Experience of providing a customer focused innovative HR service and developing collaborative and credible relationships with line managers.
- Strong IT literacy, proficient in HR databases and excel
- Able to think laterally, at a strategic level and take a problem-solving approach
- Excellent organisational skills, with the ability to work under pressure, multi-task whilst working on multiple projects; ability to prioritise with high attention to detail.
- Excellent communication skills; both verbal and written and proven experience of influencing colleagues at all levels of the organisation.
- Ability to work as part of a team and build strong effective working relationships with colleagues and external parties.

Desirable

- Experience in voluntary sector management
- Knowledge of organisational development theory and practice
- Understanding of campaigning organisations and how they work
- Experience of working in a unionised environment

- Experience in line management.

Personal Attributes

- Excellent communication skills (written, verbal and listening).
- Excellent interpersonal skills with a range of stakeholders, including diplomacy and negotiation skills.
- The courage to address difficult challenges, including supporting people and teams to achieve high performance and resolve conflicts.
- A commitment to Friends of the Earth's values and our strategy.

Date approved	March 2019
Date reviewed	March 2020

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.