



TRINITY HOUSE

ROLE PROFILE

People Business Partner

JOB PURPOSE

Provide operational and tactical support to managers to successfully navigate through ambiguity, introduce structure and process to support to drive results and achieve successful delivery of TH's corporate plans. Works closely with managers to support people processes and actively works with leadership teams as a partner to the business.

KEY RESPONSIBILITIES	Partnering	<ul style="list-style-type: none">▪ Partner with managers to develop and implement effective HR policies and practices that will support delivery of the strategic objectives▪ Offer thought leadership regarding organisational and people-related strategy and execution.
	Advice & Education	<ul style="list-style-type: none">• Provide timely information to managers on HR issues.• Educate, coach, and partner with managers on performance management and employee development goals.• Provide HR expertise in the areas of feedback, employee relations, development and coaching, compensation, and organisational development.• Educate team members on compensation practices, including compensation, performance feedback, performance calibration, and career transitions.
	Continuous Improvement	<ul style="list-style-type: none">▪ Participate in the continual development of HR practice, such as resourcing, retention, compensation, benefits, and Learning & Development including review of assigned people policies.▪ Collaborate to champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver▪ Lead core HR processes across assigned products (performance, reward, promotions etc.).

	Organisational Capability	<ul style="list-style-type: none"> Analyse and interpret various types of employee reports and metrics to guide decision making and provide proactive solutions Partner with Talent Management and Learning & Development to work on value-added programs in areas of training, development, career progression, and job performance.
	Leadership	<ul style="list-style-type: none"> Line management for People Services Advisor and People Services Assistant
	General	<ul style="list-style-type: none"> Undertake additional tasks and responsibilities as assigned or necessary, within scope of role.
ENTRY REQUIREMENTS	Experience	<ul style="list-style-type: none"> Strong generalist HR experience Handling complex employment cases including disciplinary, capability, attendance and grievance matters Supporting delivery of change and process improvement Working collaboratively with managers and across teams
	Qualifications	<ul style="list-style-type: none"> CIPD Level 7 or equivalent demonstrable qualification/experience
	Professional Competencies (CIPD)	<ul style="list-style-type: none"> Ethical Practice Professional courage and influence Valuing people Working inclusively Commercial drive Passion for learning Insights focused Situational decision making
COMPETENCY DEVELOPMENT	CIPD Profession Map Specialist Knowledge: Employee Relations	<p>Demonstrates an understanding of how:</p> <ul style="list-style-type: none"> To develop an employee relations culture to be resolution-focused and improve business outcomes To develop and apply people policies which improve the worker experience and employer brand To apply and interpret employment law in a range of complex work situations and mitigate risk The employment legal system works, and how to prepare for and manage cases / disputes