

# Hamelin Trust

## People Partner (Maternity Cover) - Job Description

<b>Accountable to:</b>	<b>Director of People and Corporate Services</b>
<b>Location:</b>	<b>Billericay (with frequent travel to services based in Rochford and Wickford)</b>
<b>Hours:</b>	<b>30 hours per week</b>
<b>Salary:</b>	<b>£35,020 (FTE), Actual £28,016.00</b>
<b>Contract Length:</b>	<b>commencing in May 2024 for a 9-month period (possibility of extending to 12 months)</b>

The role of the People Partner at Hamelin Trust is a way to empower leaders and ensure the services we offer is able to work efficiency and grow. This role is a customer facing role, embedded in the services they support to become a trusted advisor to key stakeholders.

A true generalist, the People Partner will provide guidance and support on aspects of the employee life cycle, from the point of induction, retention, performance management, employee relations, development and career planning, talent management and succession planning, engagement and wellbeing, specially:

- Act as a Line Manager and mentor to the HR Team.
- Work with service management to drive proactive people plans for each of the services.
- Advise and support managers on the handling of Employee Relation cases.
- Support managers to maintain a positive working environment through communication and engagement, always finding opportunities to celebrate success and recognise our teams.
- Work with the People team to review and streamlined HR processes reducing administrative tasks where possible, but not removing the human touch and necessary personal interaction.
- Support with embedding, driving engagement and usage to our new HR information system.
- Support the HR administrator and service management on processing payroll to an outsourced provider.
- Ensure people policies and practices are aligned to our employer brand and comply with relevant legislation, advising managers on all aspects of employment law and ensuring each service is kept up to date on legislation changes.
- Support with driving the performance and talent agenda, ensuring effective people management processes and succession planning are in place across the areas of responsibility.
- Identify and recommend development opportunities for teams, ensure the performance excellence process is embedded and in active use.
- Support with the creation and delivery of reward and recognition initiatives.
- Create operational workforce plans, working with the Recruitment Co-ordinator to ensure roles are filled.
- Partner with leaders and supervisors to upskill and develop our leadership capability and skills needed for our future success.
- Obtain and analyse people metrics and risks adding further insight into the overall health of our teams and to share trends or determine opportunities for focus.
- Champion our values and culture, being a role model for these and supporting the continual embedding of them in everything we do.
- Work with the Director of People to ensure the organisational People Plan is on track.

### Other Duties:

The post holder will be working in a dynamic, developing and changing environment thus will be expected to undertake other appropriate duties as required for the effective operation of the Hamelin Trust.

We run a 24/7 service in some locations so there may be a need for working out of hours, e.g., evenings and weekends.

The post holder must be able and willing to get to and work across each of the service/project locations. This role will require the post holder to have a driver's license and access to a vehicle.

The post holder will be required to apply for an enhanced Disclosure and Barring Service check

### **Mandatory Criteria**

#### 1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

#### 2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Hamelin Trust's policy on health and safety at work.

#### 3. Mandatory Training

The post holder will attend all mandatory training relevant to their role.

#### 4. Our values

- We Care
- Be Curious
- Show Leadership
- Embrace Change
- Seek Collaboration
- Have Fun

### **Person Specification**

#### **Qualifications**

- CIPD qualification or working towards (E)
- Full driving license. Able to drive HT vehicles as well as use of own car (E)

#### **Experience**

- Experience of working in a HR team at an advisor or manager level (E)
- Experience of working in adult social care (D)
- Experience of influencing managers and supporting with employee relations work (E)
- Experience of administering HR processes (E)
- Experience of payroll activities and benefits administration (D)
- Experience of working with individuals with a learning disability (D)
- Experience of change management and service growth (D)

#### **Knowledge and Skills**

- Great communicator and the ability to build strong relationships and credibility (E)
- Have a hands-on approach (E)
- The ability to drive change (E)
- Bravery to challenge the status quo and embrace a continuous improvement approach (E)
- Well-developed written and verbal communication skills (E)

- ICT skills such as MS Office suite (E)

Key = E, Essential D, Desirable

***Hamelin Trust has a duty to safeguard and promote the wellbeing of the people it supports and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances***

Signed & Agreed: NAME

Signature:

Date: