

# Human Resources Business Partner

**Location:** Canary Wharf, London

**Reports to:** Senior HR Business Partner

**Grade:** C

## Job purpose

To work with teams, managers, and key stakeholders to help build organisation and people capability, as well as shape and implement effective people strategies and activities within the organisation. Implement initiatives which directly support the delivery of our **Vision 2030** and add value to the overall performance of the GPhC.

## Main accountabilities

- Provide HR professional leadership to a specified client group through strong relationships; working inclusively and collaboratively with all stakeholders.
- Shape and embed the desired single consistent GPhC culture in all teams and functions.
- Support, coach and advise managers to attract, retain and motivate an excellent professional services workforce.
- Develop and ensure adherence with all relevant statutory and organisational policies and processes including HR governance and risk management arrangements.
- Leverage technology to drive service improvements to meet evolving business needs.
- Undertake research to develop solutions and be able to use data, metrics, and evidence to inform and drive decision making and change across business areas.
- Ensure the promotion of GPhC Values and its Behavioural Framework and constructively challenge behaviour where it operates outside of our values and behaviours.
- Provide a generalist human resources management advisory service to all colleagues.
- Ensure the effective management of employee lifecycle processes.
- Along with the Talent Acquisition Manager and HR Systems & Services Manager, support the development of the new HR information system to realise all the benefits of this platform.
- With all HR colleagues, support efforts to continuously review HR practices to identify areas for service improvement, developing recommendations to enhance outcomes.

Knowledge and skills for this job	Essential	Desirable
Have previous experience in a specialist human resources role within a professional services environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Possess up to date knowledge of HR best practice and employment legislation whilst being proactive about driving continuous improvement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to quickly build professional, client-focused relationships with effective people management skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven skills delivering management training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills and able to take a proactive and organised approach to managing work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of the MHR Global i-Trent HR information system.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holds (or is studying towards) a recognised qualification from the Chartered Institute of Personnel and Development.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.