

JOB DESCRIPTION

Job Title: Human Resource Business Partner (Change Management)
Duration: One Year Fixed-Term Contract
Department: Human Resources
Reports to: Director of Human Resources

The Organisation

Young Epilepsy is the only national charity working exclusively on behalf of children and young people with epilepsy and other neurological conditions. With over 100 years of experience, we are a leading provider of education, care and specialist health services. The charity offers support, information, training for health, social care and education professionals and campaigns to improve access to, and quality of, health and education services.

Job Purpose

To support the client directorates in providing end-to-end support in remodelling and restructuring their particular areas of the organisation. This is very much a hands on role and will require the postholder to hit the ground running and make an immediate impact in the delivery of change.

Key Tasks

- Working with the client directorates in project managing the remodelling and restructuring both from an HR and business perspective to ensure the delivery of the project outcomes. This includes working with the directorates to identify project deliverables, supporting them in the development of the strategy and the rationale for change and the phasing of the implementation.
- Ensure any rationale for change must be both legally and commercially robust to form the basis of any subsequent consultation proposal documentation.
- Responsible for developing and writing detailed Job Descriptions and Person Specifications including competencies.
- Ensuring all consultation documentation is accurate and legally compliant.
- Working with the directorates and Director of Human Resources to challenge where necessary the detail around any remodelling exercise taking into account the cost efficiencies, proposed structure, skills required, and risk to the organisation etc.
- To continue to support and maximize on employee engagement initiatives during any remodelling exercise and to implement processes to mitigate any risks in this area.

- Working with the HR Director and the client directorates to develop a communication strategy for any remodelling exercise as part of the project plan.
- Responsible for post remodelling work with the various stakeholders around identifying any skills development required as part of the plan.
- The roles requires the incumbent to work with the directorates in managing the consultation process with employees, staff forum and trade union and to ensure the detail is both understood and implemented, and that the legal process underpinned with supporting documentation is adhered to at every stage.
- To be embedded in the directorate as the HR Business Partner and attend and actively participate in client management team meetings and other meetings as necessary.
- Providing coaching, guidance and challenge to the client directorate members in the application of HR practice, policies and procedures and to minimize risk and financial exposure during any change initiative.
- HR Lead in promoting best practice and sound innovation in dealing with challenging situations.

Supporting the HR Team in general as follows:-

- To increase the perceived value of HR to all stakeholders and establish credibility as an expert in HR and to support the directorates in achieving its outcomes and deliverables.
- Contributing to the development of HR strategies and the annual planning process.
- Working with the Head of Learning and Development in identifying, developing and implementing learning strategies and programmes, including induction, management development, and compliance training etc within your directorate.
- To equip your stakeholders with appropriate tools, knowledge and expertise to effectively manage their people in line with their people plans.
- Improving service levels and alert where issues and projects may impact in other areas.
- Ensuring all relevant legislative requirements including those relating to diversity, sexual orientation, disability and age are embedded in the directorate and to advise and guide line managers in these areas.
- To drive, influence and support the cultural and people aspects of organisational change, structure and people processes and improvement initiatives in order to improve efficiency and effectiveness in people management.

- Managing and dealing with day-to-day employee relations issues ensuring the perception of equity, care, dignity and respect in the treatment of staff.
- To undertake any ad hoc project work as required.
- To undertake any other duties and responsibilities as determined by the HR Director.

Risk Management

Responsibility for ensuring the mitigation of risk in your directorate in relation to HR policies/procedures and best practice and any other risk as identified by you which could compromise the reputation and viability of the organisation.

General

Ensure all duties are carried out in accordance with Health & Safety regulations as given in Health & Safety Manual.

This Job Description is not exhaustive and the postholder may be required to undertake other appropriate duties and projects from time to time.

Young Epilepsy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

July 2012

PERSON PROFILE

Job Specification Human Resource Business Partner – (Change Management)
Department Human Resources

Key Criteria	Essential	Desirable
Qualifications	<p>Good general level of education, Degree calibre preferred</p> <p>Extensive hands-on experience in organisational restructuring and remodelling</p>	CIPD or equivalent
Experience	<p>Experience of working within organisations responsible for change management initiatives</p> <p>Solid Project Management/knowledge experience</p> <p>Extensive consultation experience both collective and individual</p> <p>Ability to work with and challenge legal counsel both in the development of consultation documentation and consultation process</p>	<p>Experience of budget monitoring</p> <p>Understanding of health or education sectors</p> <p>Experience of working with the Business Partner Model</p>
Skills and Knowledge	<p>Solid working knowledge of current employment legislation and HR best practice</p> <p>Excellent communication skills, both verbal and written</p> <p>Computer literate with good word processing, spreadsheet and database skills</p> <p>Data evaluation skills for monitoring and evaluating data</p> <p>Familiar with calculating salary information</p>	<p>Use of HR database (Simply Personnel), including report writing</p> <p>Familiar with statistical information in relation to equal opportunities monitoring</p>

Personal Qualities	<p>Strong inter-personal skills with the ability to communicate at all levels, being approachable and diplomatic</p> <p>Flexible approach</p> <p>Solutions focused</p> <p>Able to work on own initiative and well as part of a team, must be self-sufficient</p> <p>Ability to demonstrate personal and professional credibility</p> <p>Able to prioritise and manage own workload</p> <p>Strong team player</p> <p>Good organisational skills and attention to detail</p>	
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