

job profile

job details

job title: People Business Partner

place of work: hybrid (2 days in the office at Rugby, 3 days working from home)

department: People Team

grade: 8

reporting to: Head of People and Culture

caba's purpose

as an occupational charity, caba helps the ICAEW community thrive by equipping individuals with the practical, emotional, or financial tools to manage whatever's in front of them, from everyday situations to exceptional life-changing circumstances.

our vision is that everyone in the ICAEW community can fully participate in life.

your job purpose

Support in the delivery of the People and Culture Strategy by providing administrative, advisory and partnering support across all People processes, projects and initiatives that govern the employee lifecycle and employee relations.

what you're responsible for

job responsibilities:

- provide a 'people first' approach to HR, seeking to build systems and processes that support the very best colleague journey within the organisation, to maximise talent and ensure the caba is a great place to work.
- oversee and action the complete employee life cycle; from recruitment to exit interviews, with a focus on EDI, and will provide day to day HR advice and guidance to managers to support a positive culture across the organisation.
- manage employee relations casework, including, disciplinary, grievance and absence by advising managers and ensuring best practice systems are implemented across the organisation.
- develop People policies in line with current legislation and best practice, promoting high performance, compliance and developing our organisational culture.
- Coach managers to upskill in people practices and perform as effective organisational managers and achieving our cultural aims.

- Lead change processes, projects and initiatives, through our people to support in achieving organisational objectives and cultural aims.
- Coordinate and deliver all HR-related administration through the employee lifecycle including recruitment, payroll, offer letters, probation, contractual changes and leaver processes, ensuring employee status changes are processed accurately and in a timely manner.
- Responsible for the maintenance and management of HR records including employee personal files ensuring data protection requirements are met and records are kept up-to-date on the HR information system (HRIS).

your attributes

knowledge and understanding:

- knowledge of HR theory, best practice, and UK employment law, with an understanding of where to source key information and updates.
- demonstrable understanding of the practical implementation of HR policy and processes, including Equal Opportunities and GDPR.
- knowledge and understanding of the administrative requirements of HR functions, systems and processes
- Knowledge of learning journeys encompassing both technical and soft skill development

skills and abilities:

- ability to successfully build meaningful relationships with the capacity to influence and negotiate.
- be proactive by anticipating, identifying, and resolving problems in a timely manner and to initiate and achieve process improvement
- ability to coach managers and leaders to successfully develop their teams
- excellent planning, organisational and time management skills with the ability to prioritise and manage work from a variety of sources to meet deadlines
- customer focussed with excellent interpersonal skills and the ability to communicate clearly and effectively
- able to exhibit a high level of confidentiality, tact and diplomacy when handling HR and confidential matters
- excellent IT skills, including Word, PowerPoint and Excel with the ability to produce accurate documentation.

experience:

- HR and Organisational Development experience demonstrating creativity and a diverse range of skills which deliver high impact solutions through successful partnerships with line managers.
- experience of managing change and leading on People projects with successful implementation.
- Experience of supporting organisations in developing its culture and increasing employee engagement.
- experience of successfully managing a variety of employee relations cases 'end to end' including, attendance, grievances, performance management and disciplinaries.

- experience of having introduced and implemented administrative systems and processes successfully.
- experience in administration of payroll, benefits and other HR systems and processes

qualifications:

- fully qualified or working towards CIPD Level 5 (or equivalent experience)

as a member of the caba team you will:

- contribute to caba's vision and strategic aims, through the delivery of the operational plan, within the remit of your role.
- take responsibility for your own health, safety and wellbeing
- treat all colleagues, customers and stakeholders fairly, with dignity and respect.
- have an understanding of equality, diversity and inclusion and the ability to apply your knowledge to your role.
- have an understanding of sustainability and the ability to apply your knowledge to your role.
- participate in professional development and review (PDR) scheme.
- carrying out any other reasonable and necessary duties within the remit of the role and grade.

values

Our values are teamwork, respect, integrity, and passion. Our values drive the way we behave and our ways of working to ensure we make things happen. We work collaboratively and strive to get the best from each other, so our people are expected to behave in a way that is in line with our values.