

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>People Specialist (Regional)</b>
<b>REPORTING TO</b>	<b>Senior People Business Partner (Regional)</b>
<b>RESPONSIBLE FOR/JOB PURPOSE</b>	<p><b>Support the Senior People Business Partner to deliver the Regional People Plan</b></p> <p><b>Support the Senior People Business Partner and Operational Leaders with organisational change activity in the region to meet business drivers including growth, acquisition, integration, end of contract and restructure scenarios</b></p> <p><b>Partnering Service Leaders; providing coaching and acting as a critical friend to support them in the development of their regional strategies out in the services.</b></p> <p><b>Driving recruitment for the region in conjunction with the Recruitment team to support the Senior People Business Partner to implement the Workforce Plan.</b></p> <p><b>Liaising with People Services to ensure day to day HR queries are resolved in a timely manner.</b></p> <p><b>Producing meaningful management information and analysis to support the Senior People Business Partner</b></p>
<b>LOCATION</b>	<b>Flexible with regular travel across the Region</b>

## DUTIES AND RESPONSIBILITIES

### Regional People Plan, Change Management, Cultural Development and Engagement

- Working closely with the Senior People Business Partner to develop the Regional People Plan to create an effective employee proposition.
- Drive the change and transformation projects required in their region and in conjunction with the management team engage employees in the changes impacting them via a range of communication channels.
- Provide support on organisational change programmes for example TUPE, acquisitions, restructures and redundancies.

### Employee Relations

- Ensure the management team are fully supported in resolving staffing issues.
- Liaise with the Employee Relations Specialists to ensure a consistent approach to management of Employee Relations issues.
- Advise line managers and staff on pay and terms and conditions queries in order to reach a swift and satisfactory resolution.

#### Recruitment, Resource, Talent and Succession Planning

- Support the management team to fill vacancies in a timely manner facilitating the whole process from attraction, recruitment and selection to the induction and probation period.
- Advise line managers on wider resourcing issues such as use of agency and bank workers and absence management to ensure resources are deployed effectively to deliver commissioned care hours.
- Work with the management team to ensure consistent application of resourcing policies and procedures.

#### Learning & Development, Talent and Succession Planning

- Support Line Managers to meet expectations in terms of regular supervision and appraisal meetings with their staff, to promote a culture of performance management and continuous staff development.
- Support line managers in tackling poor performance, in line with organisational policies and procedures.
- Support the Senior People Business Partner to facilitate wider talent and performance discussions with line managers with a particular focus on succession planning and development of talent.

#### Management Information

- Produce regular people reports and analysis for the Senior People Business Partner to use when presenting information at Regional Reviews.
- Produce ad hoc reports as required from the People System in order to inform key projects and change programmes.
- Take responsibility for ensuring the accuracy of people information in the Agresso system for employees in the region, working with line managers where appropriate to make changes.

### **KEY REQUIREMENTS**

#### Qualifications

- Professional qualification in CIPD
- Evidence of Continuing Professional Development

#### Experience

- Proven track record in a People Specialist role providing support to multiple sites across a geographical area or a large multi-site environment
- Experience of working with a central HR service (HRSS)R
- Experience of working with middle managers to identify and plan people needs
- Experience of working independently
- Experience in managing recruitment processes is desirable

### **Skills / Abilities**

- Good interpersonal skills and good, clear verbal and written communication skills
- Able to work well as a team member
- Able to develop immediate credibility with internal and external stakeholder and build sound working relationships
- Good IT skills
- Ability to assess and analyse data
- Coaching and facilitation skills

### **Knowledge**

- Good understanding of the role of the HR Function

### **Personal Attributes**

- High integrity and accountability
- Attitude demonstrates a wish to empower managers through coaching techniques, and enables them to build management and leadership capability
- Strong relationship builder
- Innovative thinker and problem solver
- Commitment to personal development and training
- Self-motivated and results orientated
- Willing to be flexible in working hours and travel
- Driving Licence/Access to own transport

**NB: This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.**

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

**DATE PREPARED:**

Wednesday, 15 May 2019