

**Title: Human Resources Business Partner**

**Reports to: Company Secretary**

(Full time – Permanent)

### **Job Role**

As the sole inhouse HR resource you will work closely with the Andium Homes Leadership Team and colleagues providing effective human resource management which aligns with the Andium Homes culture and 'Values in Action' and supports for change in a fast-paced environment. Reporting to and working closely with the Company Secretary you will provide general support on wider corporate initiatives in addition to delivering all human resources administration and related activities.

### **Principal Responsibilities**

- Develop and maintain effective working relationships with the Leadership Team to deliver a professional HR service, providing advice and guidance on employment legislation and HR best practice
- Lead on the delivery of Strategic Business Plan HR initiatives to support the achievement of Objective 6 'Challenging Ourselves and Developing Our People'
- Manage the employee lifecycle activities from inception to completion, supporting the leadership team and colleagues through the recruitment, induction to ensure that the human resource requirements for the Company are achieved.
- Manage and support the performance management review process providing advice and support and working closely with the leadership team to determine performance benchmarks and objectives to ensure maximum individual contribution, accountability and performance
- Ensure that decision on Andium Homes investment in colleague training and development programmes is commercial, realistic and will enable the business to deliver consistently outstanding service through capable, competent and committed colleagues
- Work closely with the Company Secretary provide support for wider corporate initiatives and support to the Board as required
- Prepare reports for and attend the Appointments & Remuneration Committee acting upon the decisions made by in this forum
- Review, update and communicate HR policies to colleagues ensuring they are current with developing legislation and Andium Homes is compliant.
- Support the Chief Executive in delivering succession planning for the Company
- Report on KPI's that measure the business performance of HR initiatives

### **Qualification, Knowledge and experience:**

- Must have 5 years residency
- Possess or be studying towards a level 5 CIPD or equivalent qualification
- A thorough understanding of employment legislation and HR best practice
- A solid understanding of payroll administration, employee record keeping and administration
- Familiarity with HR systems, processes, procedures and reporting

- Excellent written, verbal and interpersonal communication skills.
- IT Literate and proficient in Microsoft Office products Excel, Word and PowerPoint. Experience of using Access would be advantageous
- A thorough understanding of employment legislation and current HR best practice, supporting organisation change and development
- An enthusiastic, proactive and self-motivated approach to work.
- An organised, methodical working style with the ability to manage priorities and work with accuracy to tight deadlines.

### **Attributes**

- A true personality for 'working together' as a trusted advisor to managers and colleagues
- Willingness and ability to build long term sustainable relationships across the business
- Adept at developing trusted and effective working relationships with people at all levels
- You will be someone who can demonstrate and is known of their sound judgement, pragmatic approach and ability to support and 'coach' others

### **Other Information**

Andium Homes is a dynamic organisation requiring that many roles are multifunctional. The HR Business Partner will have access to support from LAW At Work in relation to more challenging and complex matters which can occur from time to time and for their expert knowledge of employment Law. In matters of strategic direction e.g. success planning you will work closely with the Chief Executive.

**December 2018**