The Robertson Trust
Change takes trust

JOB DESCRIPTION

JOB TITLE:	HR Business Partner
FUNCTIONAL AREA:	Corporate Services
LOCATION:	Hybrid: primary location - Glasgow (Robertson House)
REPORTING TO:	Head of People and Corporate Services
SALARY:	Grade 4

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

The HR Business Partner plays a pivotal role in supporting the Head of People and Corporate Services in delivering a people-centred, values based culture across the Trust, supporting the delivery of our strategy. The HRBP provides trusted HR advice, supports the delivery of strategic HR initiatives, and in doing so helps to build an engaged, inclusive workforce who are motivated to deliver on the Trust's mission to prevent and reduce poverty and trauma within Scotland.

Key responsibilities

HR Business Partnering & Advice
Provide proactive day-to-day HR business partnering support and advice to line managers and staff across the Trust, on topics such as: onboarding, employee relations, performance management, learning and development, and staff retention. Influence and coach managers on people matters.

Recruitment and onboarding
Lead the recruitment process, providing guidance on job advertisements, interviews, feedback, selection strategies; and helping to produce job advertisements, job descriptions/person specifications and correspondence. Ensuring that onboarding processes create a positive new employee experience and early engagement.

Employee engagement and voice
Support employee engagement by facilitating annual staff survey and pulse surveys, support the Head of People and Corporate Services to identify priorities and areas for improvement with colleagues as a key member of the staff solutions group, and collaborate with leadership to act on findings and monitor progress. Play a key role in enabling employee voice within the organisation via HR input at all staff meetings, employee forum etc.

Learning and development
Delivering learning and development workshops as required on topics to enhance skills within the Trust i.e. difficult conversations, performance management etc.; learning and development evaluation and monitoring; booking and scheduling external learning and development sessions and helping to maintain an annual curriculum of learning and development; providing information and support to the Head of People and Corporate Services with learning needs analyses.

Working with relevant teams to embed specific themes within and via training (including trauma-informed practice, equity and inclusion, diversity & belonging, wellbeing) across the organisation.

Inclusion, EDPR and wellbeing
HR support for wellbeing initiatives. Act as a champion for EDPR across the organisation and member of EDPR group: support diversity, equity, inclusion and belonging initiatives as directed and help to maintain an equality mainstreaming approach; help to complete equality impact assessments. Report on staff wellbeing, inclusion and culture

Employee relations
Provide case support on ER matters (e.g. disciplinary, grievance, performance, attendance) including investigations and ensuring alignment with the ACAS code of practice. Escalate ER themes or complex casework to the Head of People and Corporate Services.

Performance, Talent and Capability
Support organisational performance frameworks, enabling consistent calibration to occur. Support talent management, job evaluation, secondment, career development and exit interviews processes. Managing the absence process for the Trust by ensuring accurate absence recording and monitoring is carried out, facilitating Occupational Health referrals where required and adopting a preventative approach. Supporting the HOPCS to develop non-financial reward initiatives. Support change management processes and roll-out of initiatives and projects that will support the delivery of the HR strategy.

Policy, compliance & reporting
Develop and review policies at the direction of the Head of People and Corporate Services, ensuring up to date amendments in line with employment law changes, HR best practice and the Trust's annual policy schedule. Help maintain good HR record keeping practice (e.g. employee files, appraisal documents, learning and development records), in compliance with employment law, regulatory, data protection and safeguarding standards. HR System administration. Contracts of employment/contracts for services and contractual changes.

Data Analytics
Use HR metrics and insight to inform decision (e.g. turnover, absence, EDPR data, recruitment trends), KPI monitoring and collation for SMT and Trustee reports. Supporting the Head of People and Corporate Services in preparing information for reports and analysis on people metrics, risks and opportunities to inform senior leadership and Board-level scrutiny. Provide details of pay related changes to payroll

Collaboration & partnership
Work across teams and functions to build strong relationships, foster collaboration, and support cross-organisational working aligned with the Trust's collaborative, partnership-based approach to social change. Engage with external networks/peers to bring learning, best practice and innovation into the Trust's people work. Provide guidance on the Administrative Assistant's HR work.

Other responsibilities
Contribute to work supporting cross-cutting themes for the Trust and role model the Trust's values

Signed by:		***Date***	

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PERSON SPECIFICATION

FUNCTIONAL AREA: Corporate Services	**VACANCY REF. No:** HR02
JOB TITLE: HR Business Partner	**LOCATION:** Hybrid – primary location: Robertson House (Glasgow)

Category	*Essential*	*Desirable*
Education, Professional Qualifications & Memberships	• Degree level qualification • CIPD Level 5 or above (or equivalent) • CIPD Membership	• CIPD Level 7 (or equivalent) • Chartered Membership of CIPD (MCIPD) • Coaching Qualification
Skills, Knowledge & Experience	• Significant experience in HR generalist and/or business-partnering roles • Demonstrated success in building strong relationships with managers and colleagues • Ability to coach, influence and develop managers • Prioritisation and time management skills in a fast paced environment • Excellent knowledge and understanding of UK employment law and its practical application • Experience supporting organisational change, cultural change, or embedding values-based people practices • Strong interpersonal, communication, facilitation and influencing skills • Strong experience in using Microsoft applications • Strong analytical skills: ability to interpret people-data, identify trends or issues, and develop evidence-based recommendations. • Integrity, discretion and professionalism, with a commitment to confidentiality, fairness and ethical practice. • Resilience and adaptability: able to respond to evolving organisational needs, change, and complexity. • Good understanding of data protection/UK GDPR principles	• Learning and Development experience • Job evaluation experience • Experience or understanding of trauma-informed practice, mental health & wellbeing, and equity-focused organisational development.