

JOB DESCRIPTION

Job Title: People Partner

Reports To: Director of People & Culture

Location: Brighton & Hybrid Working

Job Purpose:

Play a key role in the stewardship of the company purpose, culture, and values. To proactively manage accurate and timely information across the full employee lifecycle of activities. Enhancing the overall employee experience, manage employee brand, attracting talent to support business growth, providing partnering support to managers through advice, guidance, and coaching. The role will implement company-wide projects to completion, maintenance and updating of HRIS and ATS (Applicant Tracking System), managing employee engagement/awards and well-being activities.

Role Responsibilities:

- Devise, agree and ensure delivery of an operational HR plan, delivering key initiatives aligned to the People Strategy implementing HR policies and procedures aligning with the company's growth targets and continuous updating of the Playbooks
- Manage performance management processes, employee relations, reward and recognition, benefits management, and ensure compliance with employment regulations
- Lead recruitment, including sourcing, interviewing and offer stage within agreed budgets
- Deliver onboarding for new employees and support the development and implementation of joiners and leavers processes
- Ambassador and project lead to support execution of updating relevant content onto The Academy (LMS) to facilitate the ability to scale and retain knowledge within the business. Work closely with line managers to ensure content updated regularly and consumed by employees to increase performance across the business
- Contribute to research and development of the employee value proposition, support budget planning, preparation, and ongoing management of data for payroll, benefits, new joiners, leavers, and promotions
- Manage monthly payroll and related activities with outsourced payroll partner and Finance Manager
- Manage employee relations, including addressing employee grievances, mediating disputes, and administering disciplinary actions
- Management of company training needs and plans to achieve Microsoft competencies and related exams
- Develop and maintain HR records and employee files

- Work closely with line managers to ensure compliance and best practice with company leadership handbook as well as HR related processes such as timely reviews, performance management and career development
- Ensure that changes within business areas are sufficiently processed into HRIS and ATS & ConneX for data accuracy, analyse and manage quarterly reporting on People activities (eNPS)
- Prepare key documents ranging from offers and contracts, return to work forms, production of formal letters, presentations for SLT and management of Microsoft Competency / exam certifications
- Lead and promote diversity, engagement, inclusion, and wellbeing activities

Experience Required:

- CIPD Level 5 qualification (Essential)
- Minimum 4 years' experience in a HR Operations role either in a standalone capacity or scaling environment (Essential)
- Knowledge and understanding of employment laws and regulations
- Excellent communication and interpersonal skills, high standard of verbal and written communication, approachable and compassionate style
- Strong stakeholder management, collaboration, planning and organisational skills
- Proven experience in prioritising and executing a diverse range of activities / projects within agreed timeframes
- Independent thinker with initiative to pre-empt people related risks
- Expert user in all aspects of Microsoft Office and HR management software/databases (HiBob, Workable, Breath HR)
- Proactive solutions orientated mindset with the ability to work accurately at pace and cope with ambiguity with demonstrable analytical and problem-solving skills
- Demonstrated success implementing scalable employee content and collateral such as slides, videos, onboarding and offboarding information packs
- Deep passion for people, culture advocacy and personal development of others'
- Experience in a start-up, scale up, or technology work environment