**Assistant People Partner**

Location: 4ML (Hybrid working option)

Grade: MG1

Advertise: Both internally and externally

Job Description

Southeastern recognises the value of every individual employee and offers benefits that reflect this.

As well as a **generous salary**, we offer a **comprehensive benefits package**which includes;

* A Contributory Final Salary Pension Scheme
* Free rail travel on Southeastern and GTR rail services (extends to family members for leisure/educational travel)
* After a qualifying period, reduced rate travel on other train operators, including European services
* Up to 25 days annual leave entitlement (plus bank holidays)
* Private healthcare
* Access to an array of discounts for retail and leisure products through our benefits scheme.
* Family friendly benefits including enhanced maternity/paternity leave, parental leave and carers leave.

### Job Introduction

We are seeking an Assistant People Partner to join our team based out of our Head Office in London Bridge (hybrid working).

Your role will be to work alongside the People Business Partner team and wider business stakeholders to champion, promote and embed people initiatives which solve business problems. You will work collaboratively across Southeastern to embed development approaches that support the business to develop and retain key talent and drive overall business strategy.

Main Responsibilities

You will have a number of main responsibilities within this role that will include, but not be limited to:

* Collaborating with the wider People team and other key stakeholders to effectively embed the people strategy.
* Supporting the people team on project work to embed people initiatives which create a culture in which our people can thrive.
* Overseeing performance management approaches & review cycles including any redesign or changes required.
* Collaborating with People Business Partners and functional leaders to ensure development planning is in place for high potential talent as well as assessing capability gaps and learning needs.
* Collaborating with key stakeholders, to develop and deploy improved management onboarding processes.
* Collaborating with Resourcing to evolve the Employee Value Proposition and developing our ability to recruit the best talent.
* Working collaboratively with the Digital Training Manager to design and develop effective management learning resources.
* Working alongside key stakeholders (and in collaboration with external providers) to ensure leadership and other development programmes are designed and delivered in line with company strategy and accommodate identified organisational capability gaps to accelerate talent development.
* Work alongside the People Business Partners and the Colleague Experience Manager to support initiatives relating to employee engagement.
* Evaluate the effectiveness of talent processes and programmes and effectively communicating results and findings.
* Benchmarking talent processes and strategies through building networks and looking from the outside in.

### The Ideal Candidate

To be considered for this role, you will need to be able to showcase the below in your application:

* That you are a focused and passionate talent professional with the ability to influence and drive results.
* That you are an experienced professional in supporting people through change.
* Previous experience with talent management processes and initiatives such as Graduate programme management and talent assessment processes.
* Experience in managing performance review processes.
* That you are a team player with the ability to articulate examples of collaborating and partnering with others to achieve tangible results.
* Data driven with the skills to match this need
* Proven experience as a coach particularly relating to topics such as performance management.
* Experience of assessing capability and critical gaps on an individual and organisational basis.
* Experience of partnering with stakeholders and using coaching methodology to influence others and reach “value-added” solutions.
* That you are able to work independently and using your own initiative.
* That you are enthusiastic and energetic.
* Generalist HR experience to enable bigger picture thinking (desirable).
* That you have a passion for learning.
* That you have a positive outlook towards change and working as a team.