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| A | **Post Details** | | | | | | | |
|  | Job Title: | People Business Partner | Function: | Human Resources | | | | |
|  | Location: | London |  |  | | | | |
|  | Reports To: | Head of Organisational Development and Business Partnering | Grade: | MG2 | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Work closely with Directors and Senior Leaders to identify the current and future needs of the business. Designing and implementing interventions which develop and evolve Southeastern’s work practices and culture to make it a place where our people can Thrive.  To support the Head of OD and Business Partnering and provide a key interface between the People Function and functions “Heads of” to embed a strategic approach to organisational development that results in a more effective front line delivery.  To work with HR Centres of Excellence and project teams to deliver optimal outcomes for the business.  To coach, mentor and feedback to the senior management team and line managers to improve individual and organisational performance. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13 | To work flexibly across the business with stakeholders to develop functional people plans in line with the people strategy and business objectives.  To support change using organisational design tools and ensuring appropriate systems of performance and development, communications, equality impact assessment, monitoring and review are in place.  To implement a range of workforce, succession planning and talent management strategies ensuring that appropriate development plans are in place.  To raise and drive performance with the Business by championing a culture of continuous improvement and efficiency.  To provide professional advice to Senior leaders and Directors on relevant areas of service delivery, ensuring compliance with legislation.  To work in partnership with senior management team(s) in order to clarify their "workforce" requirements, develop a business-driven Workforce Strategy and drive the delivery of the Strategy in order to enable the organisation to achieve its business plan.  Contribute to the development of Business wide People OD strategies ensuring they balance the needs of the department’s functions and wider organisation.  To engage with and develop proactive relationships with HR Services.  Work with the senior management team to identify opportunities for productivity improvements, via review of organisational structures, streamlining of business processes, continuous improvement, and performance management.  Act as a catalyst for change and innovation driving cultural change to transform service delivery and improve organisational effectiveness, and embed corporate values; facilitate organisational/cultural change by engaging people in the identification / understanding of the need for change.  Monitor and review workforce data for specific directorates in order to spot staffing risks and issues as well as opportunities for future improvement.  Review People KPIs in order to identify required improvements and provide updates and take deceive action as appropriate. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | | Yes |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | * N/A | | | | | | | |