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| A | **Post Details** | | | |
|  | Job Title: | Assistant People Partner | Function: | People Function |
|  | Location: | TBC |  |  |
|  | Reports To: | People Business Partner | Grade: | MG1 |
| B | **Purpose of the Job**  Work alongside the People Business Partner team and wider business stakeholders to champion, promote and embed people initiatives which solve business problems. Working collaboratively across Southeastern to embed development approaches that support the business to develop and retain key talent and drive overall business strategy. | | | |
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| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12 | Collaborate with the wider People team and other key stakeholders to effectively embed the people strategy.  Support the people team on project work to embed people initiatives which create a culture in which our people can thrive.   Oversee performance management approaches/ review cycles including any redesign or changes required  Collaborate with People Business Partners and functional leaders to ensure development planning is in place for high potential talent, capability gaps are assessed and learning needs fulfilled  Collaborate with key stakeholders, to develop and deploy improved management onboarding processes  Collaborate with Resourcing to evolve the Employee Value Proposition and to develop our ability to recruit the best talent  Work collaboratively with the Digital Training Manager to design and develop effective management learning resources   Work 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 and accelerate talent development  Work alongside the PBP’s and Colleague Experience Manager to support initiatives relating to employee engagement  Be data driven and evaluate the effectiveness of talent processes and programmes and effectively communicate results and findings  Benchmark talent processes and strategies through building networks and looking from the outside in | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | ✓ |
| D2 | This is a KEY SAFETY POST | Yes |  | No | ✓ |
| D3 | This post requires SECURITY CLEARANCE | 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 | ✓ |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
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| E | **Decision making Authority** | | | | |
| E1 |  | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Collaboration across a variety of stakeholders – balancing the understanding and delivery of bespoke needs/ requirements with being consistent in approach from an organisational perspective | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.    **Leading Southeastern**  Leadership Model Diagram  All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment): |
| G1 | **Experience, Skills & Knowledge** |
|  | Be a focused and passionate talent professional with the ability to influence and drive results  Be an experienced professional in supporting people through change  Be able to demonstrate previous experience with talent management processes and initiatives such as Graduate programme management and talent assessment processes  Have previous experience in managing performance review processes  Be a team player with the ability to articulate examples of collaborating and partnering with others to achieve tangible results  Be data driven with the skills to match this need  Have proven experience as a coach particularly relating to topics such as performance management  Have experience of assessing capability and critical gaps on an individual and organisational basis  Have previous experience of partnering with stakeholders and using coaching methodology to influence others and reach “value-add” solutions  Be able to work independently and work using initiative  Be enthusiastic and energetic  Ideally have some generalist HR experience to enable bigger picture thinking  Have a passion for learning  Have a positive outlook towards change and working as a team |
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| I | **Dimensions of role** | | | | | | | | | |
| I1 | Financial – Direct: | | | | As per budget and DFA | | | | | |
| I2 | Financial – Other: | | | | . | | | | | |
| I3 | Staff Responsibilities – Direct: | | | |  | | | | | |
| I4 | Staff Responsibilities – Other: | | | |  | | | | | |
| I5 | Any Other Statistical Data: | | | |  | | | | | |
| J | **Acknowledgement** | | | | | | | | | |
| J1 | Prepared By: | |  | | | | Date: |  | | |
| J2 | Approved By (Head of Department): | |  | | | | Date: |  | | |
| **K** | **Job Description Briefing** | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of post holder: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of nominated deputy: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |