



Job description and employee specification

Job title:	HR Business Partner	Location:	All sites across Ubico
Reports to:	Head of People	Working hours:	37 per week
Job number:	ID:790	Salary grade:	I
Supervises:	Assistant HRBP		
Main purpose of the job:	Working closely with the Head of People you will play an integral part in shaping, developing and the delivery of the People strategy. You will be a trusted advisor working closely with business leaders, key stakeholders and colleagues providing hands-on and strategic input, insight, and advice on people-related issues asking questions and challenging others to get to the root of people and business issues. You will manage the full employee lifecycle, supporting employees on a diverse range of HR topics and the design and delivery of people policies and processes. You will also lead on a variety of People projects.		
Key duties and responsibilities:	This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes. This is what we need you to do: • Advising and coaching managers on people-related matters, such as organisational design, change management, employee engagement, performance management, employee relations, talent management, and learning and development. • Advise managers of the HR implications of their decisions, providing relevant information to support their decision-making and provide thorough analysis of associated risks. • Support the Head of People in formulating HR strategies, policies and plans in all areas of HR using your expertise from working with operations to inform the people strategy. • Advise on pay and grading issues including grading assessments and job evaluation. • Supporting the business in driving and managing change (to leaders, role structures, new ways of working, use of new skills etc.) effectively, using change management tools and processes to ensure that teams continue to operate effectively. • Coach and challenge our leaders on employee engagement to ensure appropriate practices, culture, inclusion, leadership standards and people accountabilities to foster an inclusive culture. • Interpret and advise on employment legislation & terms and conditions of employment. • Developing and implementing HR policies, procedures, and initiatives that align with Ubico's vision, values, and culture and comply with the relevant legislation and regulations. • Leading and supporting HR projects and initiatives, such as employee surveys, reward and recognition schemes, diversity and inclusion programmes, and wellbeing initiatives. • To act as a champion for HR best practice, enhancing the reputation of the service across Ubico. • Develop constructive relationships and partnership working with trade union representatives. • Work collaboratively with the ER team in providing professional HR advice to managers across the full range of employee relations issues including grievance, discipline, absence, performance management and redeployment, in line with best practice, policy and		



	employment legislation ensuring effective solutions to people issues maintaining a balance between individual and business needs. • Partner and collaborate with your HR colleagues to enable the delivery of a seamless HR service to the business. • Partnering with senior leaders and managers to understand their business goals and challenges and providing operational HR support and solutions. • Gather and share intelligence, legislation and market trends on best-in-class people management practices to influence business strategy. • Drive a culture of high performance where talent is recognised, stretched and poor performance managed (ideally to achieve higher levels of performance) • Produce written documents and presentations regarding HR. • Use evidence and data to identify people priorities for the business and address future workforce needs. • Collaborate with HR colleagues to support a 'one team' approach and challenge so that we may continuously improve to deliver the People Strategy and annual business plans. • Collaborate with the HR colleagues to design and deliver training on HR policies. • Shape & drive talent management priorities aligned to business growth strategy. • Supporting the business and its employees during change programmes thus maintaining positive employee relations and successful implementation of change. All employees of Ubico are also expected to: • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. Be committed to and demonstrate the values of the organisation which are to: • Deliver quality – what we do, we do well. • Be safe – look out for yourself and others. • Do the right thing – make good decisions and treat people with respect. • Care for our environment – protect where we live and work. Strive to be cleaner and greener. • Work together – communicate well and help each other.
Essential requirements - qualifications, skills, abilities, knowledge and experience:	Qualifications • Educated to degree level or equivalent in a relevant profession. • CIPD Level 5 or relevant experience Knowledge and experience • Significant experience in a private or public sector as a generalist HR Business Partner. • Experience of business partnering as a service delivery model for HR. • Strong working knowledge of UK employment law. • Up to date knowledge of good practice and emerging trends in the field of HR. Skills and abilities • Excellent written and oral communication skills (can present ideas succinctly). • High level of analytical ability with strong attention to detail. • High levels of flexibility and ability to work through ambiguity. • Able to take the initiative and work autonomously.



	• Taking considered decisions at a level appropriate to the role and having the judgement to escalate those outside of their remit. • A flexible coaching approach with the ability to adapt personal style to achieve stronger relationships and better business and people outcomes with a wide range of internal stakeholders. • Is innovative, proactive and self-motivated. • Able to prioritise and meet tight deadlines. • Can process and deal with data accurately and effectively; produce effective management reports from systems. • Has judgement, tact, discretion, initiative. • Knowledge of employee relations and ability to see how policies can be adapted and adopted to address and improve performance. • Can affect organisational transition and change from concept to the desired end goal, including risk awareness, engagement and communication. • Works together with employees, colleagues and customers to resolve problems and implement change initiatives. • Collaborating with the wider team to ensure consistency/integrity of approach. • A strategic enabler and influencer, skilled in establishing and driving HR programs/talent initiatives. • Ability to resolve complex issues and complaints by negotiation. • Ability to remain calm and confident when dealing with challenging customers and environments. • Ability to inspire and successfully motivate others towards shared objectives. • Ensure all relevant customer and company information is captured and recorded accurately. • High level of IT skills	
Desirable requirements - qualifications, skills, abilities and experience:	• CIPD Level 7 or suitable alternative experience. • Has a relevant full membership of CIPD. • Knowledge, understanding or experience of project management. • Experience of working in a matrix organisation and delivering HR strategies for multiple stakeholders, with varying business strategies and goals.	
Special conditions:	• There will be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service. • You will need use of a car for work purposes. • BPSS Check required	
Date created:	15 th January 2025	
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Created/reviewed by:	Name: Emma Henderson	Job title: Head of People

