

## Job Description People Business Partner (New Role)

Job Title:	People Business Partner (PBP)
Department	People Organisational Development (OD) and Transformation
Location:	London
Hours of Work:	40 hours Monday to Friday Flexible to suit the role
Contract:	Permanent Full Time
Salary:	c£50,000 pa (maximum subject to experience)
Annual Leave:	26 days (excluding 8 bank holidays)
Other Benefits:	Pension
Season ticket loan	As applicable
Childcare Vouchers	subject to eligibility
Reporting to:	Director of People OD and Transformation
Direct Reports:	None
Relationships:	People Team, CEO, Senior Leadership Team, Management Board, Members, Pupils, Associates, Employees, Professional bodies, clients, external third-party suppliers

### MAIN PURPOSE

Reporting to the Director of People OD and Transformation, the People Business Partner will be responsible for providing a high quality operational and strategic support and advice service across the organisation; together with supporting the implementation of the People Strategy aligned to business objectives. Operating in a complex environment, the post holder will work collaboratively with other team members along with internal and external stakeholders to drive forward successful organisational performance through the development and implementation of people processes and facilitating effective People and Leadership Development.

### ACCOUNTABILITIES

#### 1. *People Business Partnering support, advice, and guidance*

- Collaborating with managers to ensure that managers are familiar with People policies and procedures; whilst identifying opportunities and mitigating risks.
- Advising on employee relations cases, e.g., monitoring absence, capability, and performance; disciplinary and grievances; etc. whilst assessing emerging or ongoing issues such as adverse references and checks.
- Supporting teams by project management support and expertise for the people work stream across all departmental projects to ensure legal compliance, collaboration, and consistency of approach, whilst establishing credibility by quickly responding to changing priorities.
- Attending inter-departmental team meetings to encourage collaboration across the business, whilst fostering consistency and mitigating potential risks and issues that may affect the team's ability to provide appropriate resources and support.

#### 2. *Talent Acquisition, Talent Management and Career Development*

- Responsible for ensuring that all recruitment activities for staff, members, pupils, and tenants are tracked and managed on a timely and effective basis, whilst working with hiring managers to support overall department resourcing requirements and facilitating the recruitment and retention of high-calibre people.

- Assisting Managers with development and review of Job Descriptions, supporting drafting and placing recruitment advertisement for the DSC website (and others, as appropriate) and social media, act as the main point of contact for recruitment, liaising with recruitment agencies, shortlisting, supporting managers with administering and arranging interviews including finding panels, creating interview packs and organising logistics etc.
- Responsible for onboarding and integration for barristers/FTTs, Staff and Pupils, including sharing onboarding HR documentation with selected candidates and correspondence with unsuccessful candidates, including drafting feedback for all unsuccessful pupils.
- Key point of contact for pupil and pupil supervisor selection, including supervisor briefings and check ins, and maintaining contact with future pupils prior to start date with any BSB or internal policy changes ahead of their start.
- Responsible for managing correspondence with candidates including management of the DSC recruitment inbox, review all applications and ensure that all recruitment enquiries are handled efficiently and within a timely manner.
- Investigate opportunities for further learning and career development opportunities to ensure effective learning interventions for the organisation; coordinate training business case applications and ensure training provision is relevant and consistent across the organisation.
- Collate annual reviews and ongoing supervision records, whilst escalating any issues and concerns and ensure that manager is actively managing and dealing with any issues or concerns.
- Facilitating the ongoing evaluation of teams through the implementation of engagement initiatives including satisfaction surveys and forums to continually improve motivation against the Employee Value Proposition and our quest to become an employer of choice, working with the Business Partners to identify additional benefits or services available.
- Support the People Team and senior management team to facilitate and organise appropriate staff /member learning and development opportunities including compulsory, desirable occupational and essential statutory continued professional development for internal pupillage training, Silk taster sessions, staff development.
- Overall oversight of learning or eLearning initiatives provided through Chambers to ensure effective reporting on take up and effectiveness of learning and development opportunities, to provide relevant regular management information to the senior leadership team and Management Board.

### *3. Equality Diversity Inclusion and Wellbeing*

- Responsible for taking forward Chambers' Positive Chambers' Positive Action strategy (under the supervision of the Director of People OD and Transformation, to ensure that Chambers continues to demonstrate a commitment to equality diversity and inclusion.
- Responsible for accurately maintain Chambers diversity monitoring data updated, through ongoing administration and regular reporting to professional bodies, the management Board and senior leadership team to ensure appropriate action is taken as required where required.
- Working closely with marketing to devise social media campaigns including outreach initiatives and promotional events (mentoring, essay comp, mini pupillage) and create promotional materials for events related to diversity initiatives, including tweets and LinkedIn posts to continue to improve Chambers commitment to equality, diversity and inclusion.
- Manage Chambers' equality diversity and inclusion related initiatives, events and meetings including the Random Coffee meetings schedule, monitoring the ongoing allegiance to Chambers' Anti-Racist pledges, etc. to ensure that these initiatives remain high on the agenda at Chambers and continue to foster positive inclusive organisational culture.

#### *4. Facilitate implementation of the People Strategy*

- Supporting the Team when managing new projects to deliver the People Strategy and facilitate implementation of wider strategic business objectives, whilst managing organisational and people change activities.
- Developing and supporting the implementation of policies, processes, and systems to ensure consistent application, across Chambers whilst mitigating potential risks.
- Facilitating effective performance management and contributing to the successful implementation strategic objectives, assisting with developing operational plans to support delivery of the People Strategy whilst being accountable for the operational KPIs.
- Striving to ensure that Chambers has fair and transparent remuneration and benefits, that people are rewarded competitively and appropriate to their skills and experience and facilitating Chambers to become an employer of choice and increasing employee value proposition (EVP).
- Responsibility for Barrister recruitment, welfare and support, ensuring all internal barrister processes are complied with including Pupillage (covered below), third Six and FTT making sure that the required reviews are undertaken, targets set, etc.; and acting as the main point of contact for pupil and pupil supervisor selection, including supervisor briefings and check ins, whilst keeping contact with future pupils prior to start date with any BSB or internal policy changes ahead of their start to ensure that Members and the senior leadership team have relevant information.

#### *5. Stakeholder Engagement*

- Responsible for developing and maintaining strong proactive internal and external stakeholder relationships, working with line managers, work colleagues, and external stakeholders to ensure fair, transparent processes, whilst actively facilitating knowledge sharing and consistency of practices and providing constructive peer-to-peer feedback.
- Liaising with external service providers to facilitate and implement changes in benefits, pensions contributions; health benefits, employee self-service issues etc. and ensure continued accuracy whilst providing third-party providers with relevant information.
- Working collaboratively to provide guidance and support and consider interdependency across the business and mitigating potential risks and issues that may affect the team's ability to provide appropriate resources and service delivery.

#### *6. Support and coach to facilitate effective people and performance management*

- Actively encouraging and supporting the development of high performing teams; leading to successfully implementing strategic business objectives; using robust career development processes and ongoing evaluation.
- Facilitating the implementation of employee engagement initiatives including employee surveys and forums to facilitate continual improvement, motivation, and performance against the Employee Value Proposition; working closely with teams to ensure that we embed our values in key activities and initiatives and providing additional benefits or services for all people.

#### *7. Administration, HR Information Systems and Management Information (MI)*

- Responsible of administration of employee lifecycle processes in a timely manner; ranging from the new starter process; issuing contractual documentation; undertaking pre-employment, and Safeguarding checks; facilitating Health & Safety inductions etc.; and processing leavers.

- Working closely with the Finance team to ensure the appropriate administration of Employee Benefits including changes in pensions contributions; dealing with requests related to eye test, flu jabs, etc.; self-service issues including password resets and changes in personal details etc. to ensure continued accuracy whilst providing third-party providers with relevant information.
- Working with the People team to ensure the accurate maintenance, updating and auditing of manual and electronic employee records and organisational design changes including headcount, absence, performance; turnover; employee relations etc., to comply with legal requirements and mitigate risks whilst providing with regular and appropriate MI.

#### *8. Additional general responsibility for all staff and as a member of the People Team*

- Actively promote the core Values of the organisations whilst working towards achieving the strategic objectives, with particular focus on the impact of the People Strategy.
- Support the management team to ensure obligations for the Health, Safety and Security all employees and relevant stakeholders.
- Work with the Management team and the People Team to facilitate effective ways of working and people management and to develop high performing and effective teams.
- Represent Chambers in appropriate sector initiatives and events, sharing this information with internal and external stakeholders where relevant.
- Promote equality of opportunity, diversity, and inclusiveness to ensure effective people management through all aspects of Chambers is fair, transparent, and consistent, and policies and processes are applied without prejudgement or discrimination to all internal and external stakeholders.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

---

## **PERSON SPECIFICATION**

### **KNOWLEDGE SKILLS EXPERIENCE**

- MCIPD Membership (by examination) of CIPD.
- Master's degree or equivalent in Employment Law and application through policies and procedures in a business-facing HR function.
- Strong generalist HR Business Partner experience at a senior level, ideally in the legal sector.
- Significant experience of Barrister Recruitment including the end-to-end pupillage recruitment and associated processes specifically Pupillage (third Six and FTT).
- Proven working knowledge of managing complex employee relations cases.
- Excellent demonstration of talent management and succession planning.
- Strong consultation, negotiation, and mediation skills.
- Considerable working knowledge understanding of equality, diversity, and inclusiveness.
- Experience of successfully implementing organisational design change and transformation programmes within the legal sector.
- Working experience of restructures and TUPE.
- Strong working knowledge of Salary Benchmarking.
- Experience of Project Management working with multi skilled and multi-disciplined teams.
- Experience of Simplify or Simply Personnel HR System or similar HR Database.

- Excellent experience of successfully implementing leadership development training.
- Strong experience of workforce and resource planning with experience in the legal sector.
- Knowledge of Payroll Administration, Pensions schemes.
- Experience of Process Mapping and Process redesign.
- Strong collaboration skills to develop and implement innovative HR Solutions.
- Ability to work in a demanding matrix environment and influence and challenge decisions.
- Excellent Team-working skills, able to work with cross-functional and differing skills levels.
- A flexible, pro-active, and collaborative approach to problem solving.
- Able to analyse emerging issues, develop and implement solutions.
- Financially aware with the ability to apply financial impact scenarios to HR operations.
- Able to respectfully challenge stakeholders and gain acceptance of peers and senior managers.
- Evidence of successfully building and sustaining well-developed stakeholder relationships.
- Awareness of risk, security, data protection; and health and safety at work.
- Ability to provide management information and reporting for key stakeholders.
- IT Literate with intermediate to advanced level Microsoft Office 365 applications including Excel, Word, PowerPoint, SharePoint, Teams, OneDrive.

#### **PERSONAL ATTRIBUTES**

- Strong personal resilience with experience of working effectively in dynamic matrix environments.
- High integrity and strong credibility, with an ability to work discretely and sensitively in complex political environments.
- Excellent communication and interpersonal skills and the ability to influence and tactfully deal with complex employee relations issues.
- Strong initiative and evaluation skills; generating ideas and suggestions to improve performance and efficiency.
- A highly motivated self-starter, able to work autonomously with minimum supervision.
- Calm under pressure with an ability to work in a dynamic environment, dealing with conflicting priorities.
- Highly organised with excellent planning skills and an ability to meet tight deadlines.
- Excellent attention to detail with an ability to work to a high level of accuracy.
- A flexible, pro-active, and collaborative approach to problem solving and team working, with an ability to gain acceptance from challenging stakeholders.
- Embracing the cultural diversity of all colleagues and service users.
- Able to demonstrate strong emotional intelligence and to determine underlying issues in challenging situation.