Refugee Council

Job description

Role: People & Culture Business Partner

Mission and purpose of role: The role is responsible for understanding business needs and creating people initiatives which support the delivery of our strategic objectives.

Location: Flexible, with requirement to travel across England

Hours: 35

Salary range: £48,618-£52,674 (London) or £43,693-£47,754 (Regions)

**About us:**

## The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. We provide advice and assistance across a wide range of issues. These include helping asylum seekers through the asylum system, accessing housing, welfare, benefits, health, education and employment. Our teams work with relevant agencies such as the Home Office, Local Authorities and Hosing providers. You can find out more about [the work we do](https://www.refugeecouncil.org.uk/about-us/our-impact/), [our strategy,](https://www.refugeecouncil.org.uk/about-us/our-strategy/) [our values](https://www.refugeecouncil.org.uk/about-us/vision/) on our website.

**Inclusion and accessibility**

Ensuring that the Refugee Council is an inclusive and accessible place to work is important to us. We want to enable people from different backgrounds to apply and thrive with us. We believe our recruitment process enables that and are also happy to make adjustments on request.

[You can find out more about our EDI strategy here.](https://www.refugeecouncil.org.uk/about-us/board-edi-statement/)

**About the role:**

The postholder will be responsible for working closely with the leadership team of the designated directorate to provide a high quality and timely people insights and to support leaders in developing high performance and engaging teams, in order to get the best from their people.

**Flexible working**

This job is:

* Can be done occasionally from home

**Roles and responsibilities**

* Act as a trusted adviser and deliver a pro-active, customer focused People & Culture (P&C) partnering service to the directorate leadership teams, understanding the context in which they operate and working collaboratively to develop people focused solutions.
* Act as P&C lead on organisational development and change initiatives, including transformational projects and strategic workstreams to achieve positive outcomes on good quality change management.
* Coaching leaders and managers to develop their people management skills, including approaches that embed wellbeing, equality, diversity, inclusion and belonging (EDIB) and culture to enable employees and volunteers to thrive.
* Create, commission, deliver and evaluate learning and development, including training and coaching line managers on P&C policies and procedures.
* Lead and contribute to the development, review and implementation of P&C policies and procedures, ensuring they align with organisational culture, meet legal requirements and demonstrates best practice.
* Manage the timely progression and support the effective resolution of employee relations issues. Ensuring that lessons learnt are reflected and acted on.
* Use data to analyse current and emerging people trends, protecting the organisation through awareness of risk factors, developing and implementing innovative and pragmatic strategic and operational interventions before they escalate.
* Lead and contribute to a range of strategic projects and initiatives to support people development across the organisation.

**About you:**

**Essential experience**

* Experience of working in a HR Business Partner role.
* Providing strategic insight and collaboratively developing people solutions to build capacity and support organisational aims.
* Confident decision maker, able to make appropriate judgements, advise where there is ambiguity and to work with minimum supervision.
* Excellent communication skills, both verbally and in writing.
* Ability to summarise information concisely, communicate difficult messages and adapt style to people’s differing knowledge and understanding of HR practices.

**Desired experience**

* Ability to coach the wider P&C team to ensure the team provides solution focused output.

**Essential skills, knowledge and abilities**

* Proven track record of building positive relationships with senior leaders and other stakeholders.
* Confident to coach, influence and challenge as appropriate.
* Up to date working knowledge of employment law – can demonstrate experience of providing credible advice on employment law and best practice which carries a degree of legal and reputational risk.
* Good working knowledge of Microsoft office, including ability to manipulate and present data in a meaningful way.
* Ability to operate effectively and sensitively in a multi-cultural environment and with all levels of staff.
* CIPD qualified and/or demonstrable relevant experience.
* Commitment to upholding the organisations Equality, Diversity, Inclusion and Belonging values.

**Desired skills, knowledge and abilities.**

* Commitment to maintaining own continuous professional development and developing external networks.