

<b>Job Description</b>	
<b>Role title</b>	HR Business Partner
<b>Location(s)</b>	The post will be based at Osprey Court in South Bristol, but there will be a requirement to work across the Bristol, North Somerset and South Gloucestershire (BNSSG) area.
<b>Job Purpose</b>	<p>The HR Business Partner works proactively and independently to provide support to general practice on all aspects of the employment life cycle, offering pragmatic, expert advice, coaching, and best practice solutions.</p> <p>The HR Business Partner will also lead on the development of an engagement programme for HR services to general practice.</p>
<b>Responsibilities</b>	<p><b>Practice engagement</b></p> <ul style="list-style-type: none"> <li>• Develop an engagement programme with practices on the new HR support offering, to include workshops, webinars and HR 'MOTs'.</li> <li>• Support practices with preparing for CQC inspections by offering HR advice and guidance specific to these requirements.</li> <li>• Develop, maintain, and report on key metrics relating to the provision of HR services to practices</li> <li>• Report on HR themes and trends in practices and develop initiatives to further support with these.</li> </ul> <p><b>Employee relations and organisational change</b></p> <ul style="list-style-type: none"> <li>• Support with complex HR issues such as investigations, disciplinaries, grievances and absence management.</li> <li>• Assist with organisational change such as restructures and TUPE, and support transition efforts.</li> <li>• Offer bespoke and pragmatic advice in line with ACAS best practice.</li> </ul> <p><b>Policies and processes</b></p> <ul style="list-style-type: none"> <li>• Support practices with the development, implementation and application of HR policies and processes.</li> <li>• Ensure practices are aware of changes and updates to employment law, and support with any implementation.</li> <li>• Signpost as needed to resources already available.</li> </ul> <p><b>Recruitment and selection</b></p>

	<ul style="list-style-type: none"> <li>• Support with the development of policies and processes for recruitment and selection.</li> <li>• Assist on interview panels for senior practice roles.</li> <li>• Seek out innovative solutions for recruitment issues such as hard to fill roles.</li> </ul>
<b>Line management responsibility</b>	No
<b>Responsible to</b>	Head of People and Culture
<b>Salary</b>	Band E £41,455 - £54,411

## PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• CIPD advanced diploma level 7 or equivalent experience.</li> <li>• Experience in a similar role.</li> <li>• Ability to travel across Bristol, North Somerset and South Gloucestershire.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working in general practice and/or the NHS.</li> </ul>
SKILLS AND ATTRIBUTES
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to work independently and proactively in complex and varied organisations.</li> <li>• Motivated to make a difference and provide an excellent customer service.</li> <li>• Ability to express complex information in a concise and understandable way.</li> <li>• Demonstrates a solid and up-to-date knowledge of employment law.</li> <li>• Ability to work to tight deadlines with conflicting priorities.</li> <li>• Confidence in influencing external stakeholders.</li> </ul>