

JOB DESCRIPTION

Job Title:	People Partner
Department:	Corporate Services
Team:	People Team
Reports to:	People and Wellbeing Manager
Location:	Hybrid-worker
Hours of work:	37.5
Contract:	Full time, permanent
Direct Reports:	0
Dimensions:	Employee Relations and HR Operations
Created/Reviewed date:	July 2022

Job Purpose

As a People Partner you will work as part of the wider People Team, as a trusted HR professional, to provide a pro-active operational Business Partnering service to various departments, supporting managers and directors with core People matters relating to their teams.

You will work closely with other People Partners, providing fair and consistent advice across the Trust from employee relation casework to organisational change. You will assist in embedding our wider People Strategy, developing a culture which supports our Values and Behaviours and promoting our wellbeing initiatives across the Trust.

The Person – Expertise & Experience

- Experience working within a HR Business Partner/ Adviser capacity.
- CIPD Level 5 qualified or working towards qualification.
- Approachable and supportive nature.
- Collaborative working approach.
- Ability to work under own initiative, together with a willingness to be flexible.
- Prioritising, planning and organisational skills, with high attention to detail and accuracy.
- Be able to demonstrate excellent interpersonal and communication skills.
- Ability to build strong working relationships with people at all levels.
- Experience of coaching and influencing stakeholders.
- Knowledge of Microsoft packages including Word, Excel and Outlook.
- Experience of working within a non-profit organisation in a HR capacity is desirable.
- Ensuring sensitive and confidential information is managed appropriately.
- Knowledge of MHR iTrent systems (desirable but not essential).

JOB DESCRIPTION

The Role - Key Accountabilities

- Work as part of a team, delivering fair and consistent advice and pragmatic solutions to a wide range of people management issues.
- Manage employee relation cases alongside line managers, conducting investigations, disciplinary and grievance meetings, where necessary, in a timely manner.
- Managing organisational change, including restructures and redundancies.
- Deliver operational HR, including supporting family friendly processes, flexible working, absence and leavers.
- Support employee wellbeing, including referrals to Occupational Health, EAP, Mental Health First Aiders
- Assist in the development and delivery of training and coaching line managers on policies and processes in line with our values and behaviours.
- Undertake a range of People administration tasks including contracts and offers, resignations, changes to terms etc.
- Manage and respond to queries within the People inbox in a timely manner.
- Update spreadsheets and iTrent systems, as appropriate.
- Keep up to date with current employment legislation.
- Assisting the Payroll and Benefits Manager in processing payroll changes in the system.
- Update and monitor the People Operations Tracker.
- Support People Projects to continually improve our People processes and practices.
- Requesting purchase orders through Business World and processing invoices.

Influence

- Identify, develop and build effective relationships with a range of stakeholders across your allocated business area.
- Foster effective partnerships with external parties, in order to support, advise and influence the business.

Resources Management

- Responsible for maintaining systems and records.
- To ensure legal compliance in all areas of HR, policy and ensure best practice.
- Ensuring our Payroll and Benefits Manager has all the relevant information to process changes in our People & Payroll system.
- Perform other duties which may reasonably be assigned to them by their manager.
- Support People Team colleagues with ad hoc initiatives as required.

How you need to be

- **Surefooted** – Having a clear sense of direction, being confident by doing the right thing at the right time for the Woodland Trust.
- **Nimble** – Being innovative and creative and adapting to the changing needs of the Woodland Trust and our people.

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- **Trusted** – Understanding our people, being a listening ear and keeping promises.
- **Treasured** – Great at building relationships across the whole of the Woodland Trust. A respected, go-to person.

In order to achieve our ambitious aims for people and wildlife we recognise 'how we need to be' as people and as an organisation. We expect all of our people to commit to this ideal to help us fulfil our purpose

At the Woodland Trust, we believe everyone deserves to have their lives enriched by trees and woods. We encourage applications that reflect the richness of human diversity and promise the only thing we assess within your application is how you have demonstrated your suitability for the job, and nothing else.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the Woodland Trust Health & Safety Policy.