

CPC503 - People Partner

Location	London or Milton Keynes
Reporting to	HR Team Lead
Working hours	Full time
Contract type/duration	Permanent
Date written	November 2021
Closing date	5 th December 2021

Purpose of the role

This exciting role requires someone who is passionate about HR and has an analytical approach towards pay and reward structures. As well as liaising with the organisation and working with the wider Team on day-to-day HR activities, this role will also help to develop, rollout and monitor wider people initiatives and programmes.

Key Responsibilities

- Build and maintain strong relationships across the business ensuring managers are supported and coached to be the best that they can be
- Responsible for the research, analysis and recommendations with regards to the annual salary review processes, including external survey, benchmarking and internal analysis including EDI/impact assessments
- Be the specialist on our banding approach following the Willis Towers Watson (WTW) data and tailoring it to reflect CPC's current and future organisational design
- Work with Managers and the recruitment team to ensure job descriptions accurately reflect role accountabilities, maintaining quality control and providing challenge as necessary
- Establish consistency in the use of CPC's role banding principles, ensuring they remain relevant to the business and are understood by the business and wider HR team
- As required, research latest OD thinking and guide companywide OD activities such as team restructures, change management or succession planning
- Give guidance on all aspects of the colleague lifecycle including; terms & conditions, performance management and employee relations
- Provide a proactive HR advisory service on complex issues, which balances business needs and is legally compliant, following up with appropriate tools and advice
- Working with Internal Comms, be responsible for the organisation's pulse surveys, analysis of results, proposing actions for improvement and ensuring agreed changes are rolled out
- Use experience and specialist knowledge to identify key internal and external people issues/priorities, making suggestions on how CPC should respond
- Work with management teams and colleagues to help to create an engaging culture of celebrating success, recognising individual and team contribution and achievements through appropriate tools
- Lead all aspects of Global Mobility including travel overseas, sponsorship activities and quarterly governance meetings, liaising with relevant external advisors
- Take an active SuperUser role with the HR Systems, including quarterly quality control

tasks and data audits

- Ensure policies, procedures and templates are current and update where necessary
- Work with the recruitment team to effectively onboard new colleagues, conducting regular checks with new starters and managers
- Provide HR data and reporting to stakeholders on a regular basis, including relevant analysis and proposed actions
- Work on any HR projects as and when required
- Undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations

Required skills and experience

Essential

- Similar broad level of responsibility in previous roles, such as a Business Partner, Associate or Generalist role with demonstrable experience in areas such as Reward
- Level 5 or above CIPD Qualification
- Experience of working on companywide salary reviews using external tools such as Willis Towers Watson/ Hays
- Experience of working with complex data and presenting in an easy to read format
- Experience of using HR Systems to a SuperUser level
- Experience of working with sponsorship licences
- Excellent excel skills
- Excellent knowledge of employment legislation with active strategies to keep up-to-date
- Practical and logical with the ability to solve problems quickly
- Excellent at managing positive relationships with colleagues and stakeholders at all levels, being persuasive and approachable
- Experience of overseas travel and sponsorship licenses
- Experience of running and maintaining reward and recognition processes
- Good judgment and ability to balance the needs of the company and employees.
- Experience of scoping projects and seeing through to completion
- Proven ability to coach or train new line managers on HR processes
- Ability to work with limited supervision and thrives in a fast-paced and challenging environment
- Credible to give advice to line and senior management
- Excellent organisational and administrative skills

Desirable skills

- Experience of working with Cezanne
- Use of PowerBI / PowerQuery and Sharepoint
- Practical application of Job Evaluation/grading frameworks (e.g. Willis Towers Watson)

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC503**

Employment here is based solely upon individual merit and qualifications directly related to professional competence. We strictly prohibit unlawful discrimination or harassment on the basis of race, colour, religion, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.