

HR Business Partner

Job Description

Location	Based at London office (Savile Row) with homeworking and occasional travel to Citation offices in Wilmslow, Cheshire.
Hours per week	Full time
Purpose of the Role	Food Alert's HR Business Partner provides support to colleagues, managers, and the Senior Leadership Team, working collaboratively with the Citation Group HR team. They are responsible for implementing a range of initiatives in order to attract, engage, retain and develop great people.
Reporting to	Managing Director, with dotted line with Group Division Head of HR
Key responsibilities	<ul style="list-style-type: none"> • Work closely with the Senior Leadership Team (SLT) to drive the People Plan, identify and deliver key HR initiatives • Generalist HR/ER: Provide HR support for ER issues across the three businesses including: performance management, grievances, disciplinaries, redundancy, long term sick, disputes, TUPE, colleague wellbeing including maternity / paternity) • People Management: Ensure that the performance review cycles are fit for purpose and coach and develop managers to be the best they can be, and to ensure that their people are the best they can be. • Reporting and Stats: Prepare people reports for the SLT on a monthly basis and attend SLT meetings as HR representative and secretariat • Rewards & remuneration: develop our benefits, prepare all communications and contract variations, and liaise with the Group payroll team. • Support with embedding new acquisitions into the Citation Group. • All HR admin associated with the team including ensuring that employee records are accurately maintained. • Compliance / business protection – you know how the importance of this and will make it integral to the way we work. • Internal Comms – owning the internal comms within Food Alert and actively contributing to the wider Group internal comms - it's the voice of our culture, a glue that helps bind us and has never been more important

- L&D – we like to keep it relevant, quick and easy to access, be prepared to get involved in supporting the delivery of existing programmes and help to create new material

Person Specification

Experience

- CIPD level 7 or equivalent experience
- Experience of dealing with a wide range of ER issues and comfort in dealing with issues from basics to complex issues
- Experience or exposure to large change projects (e.g. restructures, business integrations, TUPE transfers)
- Experience of writing and delivering training

Personal Competencies

- Able to work in a fast paced and rapidly changing environment. Always ready to adapt and get stuck in
- Agile with a growth mindset, you will really care about our business. You understand that you are a role model for and a custodian of our culture and will always put your best self forward.
 - You will have a wide range of influencing and communication skills. With high emotional intelligence and sound commercial acumen, people will want to come you, not just because of your expertise, but because you are great person to work with.
 - You will have strong commercial acumen.
 - You will have strong coaching and problem-solving skills, able to work together with our managers to help find the best solutions
 - Initiative and ability to come up with ideas on how to improve our processes to create a better experience for colleagues.