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| cid:image003.png@01D2932A.1F9825A0 | **ROLE PROFILE** |
| Lead People Partner  |
| **Reports to:** | Head of People Partnering |
| **Grade:** | Lead Professional / Technical | **Job Family:**  | Human Resources |
| **Leadership Responsibility:** | Direct Reports: | 0 | Indirect Reports: | 0 | **Regulatory Information:**  | Not Applicable |
| **Location:** | Binley, Coventry. Team-led hybrid working arrangements apply. | **Working hours:** | 35 hours worked flexibly over 5 days, Mon to Fri |
| **Effective Date:** |  | **WD Job Code:** |  |
| **ABOUT THE ROLE**  |
| As one of the largest Building Societies in the UK and a top 10 lender, we know a thing or two about Savings and Mortgages. The Society has grown significantly over the past decade in particular and now has over 3000 employees and 1.8 million members. The Society is a Which recommended savings provider and we’re proud to be a certified Great Place to Work. This role is a fantastic opportunity for a collaborative and progressive HR professional with experience of working proactively with senior leaders to improve employee engagement and performance. You’ll form a strong partnership with your function’s leadership teams to develop and deliver a people plan that achieves strategic business-focussed solutions.You will coach and challenge senior leaders, including the Executive Team, on all things People and Culture and act as a trusted partner and champion of our people vision “the way work should be”.This role offers real variety, driving priorities such as: improving leadership and management capability, progressing our inclusion and diversity ambitions and navigating through organisational change.You will work closely with the wider People Team to ensure that the people aspects of the Society’s strategy are planned and delivered to an exceptional level. This includes working closely with other members of the People Partnering Team and coaching and mentoring our People Advisors, who you will work closely with or directly manage.You will be a catalyst for change and responsible for identifying areas of opportunity, within the areas you work with and more widely across the Society. You will lead or oversee people initiatives and projects from inception through to delivery. You will track and monitor progress of initiatives and ensure projects are delivered to time, budget and aligned to our values. |
| **ABOUT YOU**  |
| You will be passionate about being part of an organisation that cares about member and colleague experience.You’ll ideally be CIPD qualified with strong HR generalist experience. Exposure to the full HR lifecycle is required, as are excellent stakeholder management and communication skills. Demonstrating high levels of commerciality and an excellent knowledge of key trends in the world of HR, you will have the confidence and gravitas to challenge and influence. Dedication and a focus on delivery are key, being prepared to roll your sleeves up where required, whilst also being able to provide strategic insight and best practice. You’ll be able to work in a fast-paced environment with a flexible approach and handle several activities simultaneously. Your experience may have been gained in a regulated customer service environment and in at least one organisation with a strong focus on values and employee engagement.You’ll be an active team player across the People function and wider business, with a commitment to CBS and its values. |
| **REQUIREMENTS:**  |
| Excellent understanding of employment legislation and HR best practice, with experience of applying this pragmatically to achieve business outcomes.Extensive experience of organisation design and change implementation.CIPD qualification or equivalent.Project management experience.Experience of developing policies and procedures.Excellent stakeholder management skills and ability to influence key decision makers.Line management experience is not essential but would be beneficial. |

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| **YOUR KEY RESPONSIBILITIES**. (Additional detailed performance objectives will be set by your manager) |
| **General Profile** | Creates, owns and drives the people plan within areas of responsibility. Partnering with Executive members and their teams to develop and implement people solutions, spanning all aspects of HR, to ensure business results are achieved. Challenges and coaches the senior leadership team to ensure the right people outcomes and continuous development of our leadership team. Creates and maintains strong partnerships, acting as a trusted advisor to our senior leaders. Can balance priorities as a strategic advisor to senior leaders on a range of people-related topics, whilst also being able to operate with a focus on the detail where it is needed, a level of curiosity and appetite to challenge, enabling people risks to be identified and managed.Uses expertise in organisational design and change management to ensure that business change is well planned and executed. Ensures that impacts associated with change are fully understood and planned for and that current legislation is complied with.Oversees complex queries in areas such as employee relations and reward, and ensures that appropriate resolution is reached.Leads on or oversees People Partnering projects and initiatives and leads on People workstreams of corporate projects, where appropriate. Contributes to the management of the trade union relationship, through having a clear engagement strategy and building a strong working relationship.Leads the review of People practices and policies to ensure that we meet legislative requirements and keep up to date with latest trends and best practice. Identifies areas for improvement and puts steps in place to ensure these improvements are delivered.  |
| **People & Relationships** | Builds and maintains excellent working relationships with all colleagues, leaders, trade union and external organisations. Engages, influences and challenges at a senior level, with a high level of credibility. |
| **Governance, Risk & Controls** | Manages risk to the Society of complaints, grievances and employment claims by ensuring advice to leaders is in line with current employment legislation and that people processes and policies are adhered to whilst working, where possible, to achieve business objectives. Challenges leaders and managers to ensure there is a balance which achieves the right outcomes for individuals and the organisation.Contributes to the identification of risks and controls, and escalates appropriately, to ensure that the Society is managing risk appropriately. |
| **Impact, Scale & Influence** |  Drives a culture of ownership and accountability for people management practices in defined business area.Leads and coordinates large scale organisational change, ensuring required outcomes are delivered and the impacts of change are managed.Provides coaching and guidance to People Team members to support their development and contribute to the achievement of a wider set of objectives. |
| **Decision Making / Problem Solving**  | Uses MI and HR metrics to identify improvement opportunities and in conjunction with business area, develop solutions and prioritise delivery of their business goals.Monitors and understands business area headcount and budgets, providing appropriate guidance and challenge to leadership teams. |
| **Comparable Roles** |  |