**Job Title: HR Business Partner (HRBP)**

**Location: Edinburgh Head Office/Hybrid Working/Attending our Services within Scotland**

**Department: Human Resources**

**Reports To: Head of HR**

**Job Type: Full-Time**

**Job Summary:**

The HR Business Partner (HRBP) serves as a strategic partner to business leaders and managers, aligning human resources strategies with business objectives. The HRBP works closely with the management team to support organizational goals, acting as a strategic advisor and partner.

HRBPs help translate business needs into effective HR strategies and initiatives, focusing on areas like talent management, organisational development, employee relations, workforce planning, employee engagement and performance management.

**Job Purpose:**

To provide operational and project HR advice and support to managers and staff ensuring employment issues are handled in accordance with legislative and organisational requirements and meets or exceeds good practice.

**Key Responsibilities of a HR Business Partner:**

* **Strategic Alignment and Relationship Management**

Work closely with business leaders to understand their objectives, challenges, and workforce needs, aligning People Strategy and initiatives to support those goals. Deliver on projects assigned to you to meet the goals and deadlines outlined within the People Strategy.

* **Talent Management:**

Develop and implement strategies for attracting, developing, and retaining talent, including succession planning and performance management.

* **Employee Relations:**

Provide expert advice and support on employee relations issues, including investigations, disciplinary matters, absence related issues and grievances.  Provide support for difficult or sensitive meetings.

* **Change Management:**

Support organizational change initiatives by providing HR expertise and guidance to management and employees.

* **Data and Analytics:**

Analyze HR data and metrics to identify trends, inform decision-making, and drive improvements in HR practices. Develop and update reports as required.

* **Leadership and Coaching:**

Provide coaching and support to line managers to enhance their people management skills, build their confidence, and empower them to effectively lead their teams.

* **Policy and Procedure Development:**

Help develop and implement HR policies and procedures that are aligned with business needs and legal requirements.

* **Departmental Activities**

Review and agree all contractual and non-contractual documentation issued by HR Officers and, where specified, other HR Business Partners. E.g. staff (e.g. employment contracts), regulatory organisations (e.g. SSSC, Disclosure Scotland), potential employers (e.g. references). May be required to recruit, manage and support HR Officers (or other staff) in the delivery of their role.

This list is not exhaustive and you may be required to carry out other duties as required.

Typical Qualifications and Skills:

Essential:

* **Education:** HR Postgraduate Diploma or equivalent CIPD qualification. Must hold a CIPD membership.
* **Experience:** A minimum of 5 years’ experience within HR, with a focus on business partnering and/or generalist HR roles.
* **Skills:** Excellent communication, interpersonal, and coaching skills; strong analytical and problem-solving abilities; a good understanding of HR principles and best practices; and the ability to build strong relationships with business leaders and managers.