

# Job Description & Person Specification

<b>Job Title</b>	Associate Business Partner
<b>Division/Location</b>	Human Resources – Head Office, Norwich
<b>Reporting to</b>	Strategic Business Partner
<b>Weekly Hours</b>	37 Hours Per Week
<b>Grade/Salary</b>	

<b>Job Description</b>
<p><b>The Role:</b></p> <p>The Associate HR Business Partners (AHRBP), under the direction and guidance of the Strategic HR Business Partners, will provide first line support for all operational business partnering services, providing advice and support to line managers on a range of human resource management issues as well as supporting with the development and review of policies and procedures and organisational change management.</p> <p>A key function of the role is to develop the skill and capacity of managers to empower them to manage people issues effectively and independently.</p> <p>The role will require a combination of HR expertise, as well as interpersonal and technical skills, and the ability to establish credible relationships with a diverse range of people.</p> <p>The designated portfolio area/s allocated to the role will flex periodically to ensure business continuity.. Dependent on the nature of the work the post holder will be required to undertake elements of their work in close proximity of both their client groups and t HR colleagues.</p> <p>To be an high performing HR professional, raising the profile of the HR department and service, its impact and offerings across the organisation, ensuring the service is innovative and the Group is recognised as highly effective in supporting the welfare development and growth of its people.</p> <p>To promote a value led culture within the Norse Group that places our people at the heart of our collective growth, improvement, and development as an organisation.</p>
<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• Build and maintain effective HR business partnering relationships across designated client areas, developing a working understanding of the individual business areas, their model and work they do so that HR services are aligned and support the development of an engaged and high performing workforce.</li> <li>• Ensure the provision of high quality, consistent, robust, proactive and prompt advice and support to managers and employees, ensuring compliance with the academic lifecycle, HR policies, employment law and current HR best practice.</li> <li>• Work with the HR Business Partners to nurture a performance management culture within designated client areas, ensuring appraisals have been carried out and linking in with</li> </ul>

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specialist HR colleagues to promote and facilitate the implementation of organisational development initiatives.

- Working closely with HR Business Partners, support change management programmes including the development of consultation documents and supporting individual consultation meetings.
- To support the development of people management skills across the Group by supporting and coaching managers and employees to ensure a transfer of knowledge, as well as developing and implementing specific HR training across the organisation.
- Work collaboratively with HR and L&D colleagues on a range of projects to ensure that the change agenda is cohesive and delivered in a joined-up way.
- Work collaboratively with key partners including trades unions and managers to shape and achieve buy-in for key transformation projects.
- To take a key role on specific projects and pieces of work to support improvements to HR policies and procedures, delivery of the HR strategy and the achievement of corporate objectives.
- Ensure service delivery is in keeping with HR SLA/KPI's.
- Champion and embed equality, diversity, inclusivity and the Group's values within all HR and client area activities.
- Work collaboratively with the whole HR Directorate to ensure effective integration of the team, sharing of information and knowledge and a seamless service to the Group.
- Continually update personal knowledge and skills, learning from good practice and keeping informed of HR trends and developments through research and networking.
- To deputise for HR Business Partners when needed.
- Demonstrate personal commitment to the Norse Way CSR strategy

#### Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)

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<b>Qualifications/ Knowledge/ Training</b>	MCIPD LEVEL 7 qualified or equivalent degree level relevant qualification	Essential	AF
	In-depth knowledge of HR practices and legislation and their contribution to business success.	Essential	AF
	Good generalist HR knowledge and judgement in HR matters with a thorough and up to date knowledge of employment law and current best practice in people management.	Essential	AF
<b>Experience</b>	Substantial experience of operating within a large, complex organisation including strategy development and implementation.	Essential	AF / I
	A proven track record of providing high quality advice and support to managers and employees on a broad range of HR policies and procedures.	Essential	AF / I
	Experience of having contributed to HR projects that support the delivery of HR strategy and business objectives	Essential	AF / I
	Experience of supporting the design, consultation, delivery and embedding of organisational change	Essential	AF
<b>Skills/Abilities</b>	Excellent organisational skills to manage a busy workload. A proven ability to plan, prioritise and organise own work effectively in a busy and fast-paced environment.	Essential	AF/I
	People management skills including the ability to resolve conflict.	Essential	AF/I
	Ability to think creatively and use initiative to find solutions to complex problems. Resourcefulness, with an ability to innovate and deliver quality interventions in a tight financial environment. A solution-focused approach to problem-solving. Ability to	Essential	AF/I

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	manipulate, analyse, interpret and present a wide range of data/management information and identify trends	Essential	AF/I
	Ability to communicate complex information transparently and effectively both orally and written.	Essential	AF/I
	Results focused and driven with the ability to make informed and objective decisions that are consistent with the needs of the Group.	Essential	AF/I
	An articulate communicator, confident liaising with decision makers at all levels with strong negotiation skills with the ability to inform, persuade and influence with the ability to engage effectively, at varying levels with multiple stakeholders.	Essential	AF/ I
<b>Other Requirements</b>	Full UK Driving Licence to meet the travel requirements of the role	Essential	AF

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative, so our services are delivered in the most effective and safe way possible.

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Competencies			
Improving for Excellence	Level 3	Drive for Results	Level 3
Effective Decision Making	Level 3	Commercial Focus	Level 3
Customer Focus	Level 3	Managing Positive Relationships	Level 4
Leadership & Development	Level 3	Thinking with Vision	Level 2

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## General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

## Agreement

Employee Name:

Date:

Employee Signature:

## Approval/Review Date

Approved by Operations Director:

Date  
:

Approved by HR Director:

Date  
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