



*Being there for you
and your family*

JOB DESCRIPTION

JOB TITLE:	HR Business Partner
RESPONSIBLE TO:	Director of People and Inclusion
HOURS OF WORK:	37.5 hours per week
LOCATION:	LOROS Hospice

JOB PURPOSE:

Provide expert technical advice and strategic people management support, managing complex employee relations cases with a focus on root cause analysis and commercially sound, compassionate resolution. Proactively identify potential people issues, risks and opportunities and develop relevant solutions to mitigate the likelihood of occurrence. Lead projects to enhance workplace culture and enact the people strategy, translating organisational goals into HR initiatives.

The role is pivotal in fostering a balanced approach that aligns colleague wellbeing with organisational goals, ensuring our commitment to care and organisational success.

DUTIES AND RESPONSIBILITIES:

1. Organisational Effectiveness

- Provide strategic input on organisational restructuring, talent management, and succession planning to align with business needs.
- Identify and mitigate potential risks related to people management and colleague engagement that could impact organisational success.
- Analyse workforce data (e.g. turnover, colleague satisfaction) to identify trends and recommend improvements to enhance organisational performance.
- Actively support leadership in aligning HR policies and practices with long-term business goals, balancing commercial demands with a commitment to care for colleague.

2. Employee Relations

- Provide expert guidance on complex employee relations cases, ensuring compassionate and commercially sound resolutions.
- Conduct root cause analysis of employee relations issues to identify underlying problems and recommend preventive measures to improve workplace culture.
- Act as a trusted partner to managers, helping them navigate challenging conversations and situations related to colleague performance and conduct.

- Maintain up-to-date knowledge of employment law and HR best practices, ensuring compliance while balancing colleague wellbeing and organisational interests.
- Support conflict resolution and mediation efforts, fostering positive relationships between colleagues and leadership.

3. Absence Management

- Analyse absence trends to identify underlying issues and propose solutions to improve attendance and reduce absenteeism, in an individual and macro basis.
- Collaborate with managers and colleagues to monitor and manage colleague absence, ensuring compliance with company policies and employment legislation.

4. Project Work and Team Work

- Lead cross-functional HR projects designed to improve workplace culture, colleague engagement, and the overall people strategy. Develop project timelines, ensure milestones are met, and evaluate the effectiveness of implemented initiatives, adapting where necessary.
- Collaborate with other departments (e.g. finance) to align HR initiatives with broader business objectives.
- Participate in team meetings to share updates on ongoing projects and contribute to developing innovative HR strategies.
- Support and coach HR colleagues on complex cases or project work, fostering a collaborative and high-performing HR team.

5. Personal Effectiveness

- Continuously develop and refine personal expertise in HR trends, employment law, and people management practices to offer top-tier support.
- Manage time effectively, prioritising tasks based on urgency and importance, ensuring timely resolution of employee relations issues and project deadlines.
- Foster positive working relationships with stakeholders at all levels of the organisation, demonstrating empathy, confidentiality, and integrity in all interactions.
- Adapt quickly to changing business needs, remaining flexible and solution-focused while managing competing priorities.
- Actively seek feedback and opportunities for professional development to improve personal effectiveness and contribute more meaningfully to the HR function.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....
Post Holder

Signed..... Date

Line Manager

