

Job description

Role Title	Junior People Business Partner		
Team	People		
Line Manager	People Business Partner - Energy		
Perm/ Fixed Term	Permanent	Grade 4	
Job Purpose	<p>Key people team contact responsible for leading and managing the people management related agenda within the required client area/s.</p> <p>The position serves as a consultant to management working at an operational level and supporting line managers in driving business initiatives.</p>		
Resource Management Responsibilities	Budget/ Equipment Accountabilities Nil	People (EST) Accountability Nil	Contractor Accountability As appropriate
Critical Accountabilities	<ul style="list-style-type: none"> • Act as primary contact for your client area. • Work with People Business Partners to support, deliver and continuously enhance our people strategy. • Provide support and guidance for managers and employees on the delivery of policies and procedures, resolving any low to medium level employee relation issues as well as ensuring compliance throughout the employee life cycle. • Support and contribute to the development of policies and processes that support Energy Saving Trust's organisational and departmental strategies and objectives. • Work with the team to review metrics, evaluate areas of concern and/or trends and support the development of proactive, high impact solutions that drive positive change. • Support and empower line managers to understand the required skills, competencies and behaviours of them and their team and coach them to maximise opportunities to enhance working practices, succession planning, learning and development and risk mitigation. • Support, enable and empower positive change within the organisation including but not limited to; diversity and inclusion, engagement, learning and development and wellbeing. • Keep up to date with external trends and best practice. • Be an ambassador for the people function and represent Energy Saving Trust's people team internally and externally (as appropriate), partnering with key stakeholders such as payroll, finance, and marketing. • Deputise for People Business Partners as required. 		

Knowledge, skills, and qualifications required.	<p>Essential skills required:</p> <ul style="list-style-type: none">▪ Demonstrable experience of delivering operational people management support to managers throughout the employee lifecycle, including all levels of administration in any process.▪ Proven work experience as a people adviser/coordinator or equivalent.▪ Credible experience of building relationships with key stakeholders.▪ Sound knowledge of employment legislation and HR related best practice, including right to work.▪ Excellent interpersonal, communication (written and verbal) and people management skills.▪ Commitment to your own continuous professional development.▪ High level of self-motivation and ability to use initiative with sound judgement and discretion.▪ Flexible, adaptable, and able to work under pressure to tight deadlines.▪ Ability to persuade and negotiate with stakeholders.▪ Excellent planning and organisational skills. <p>Desirable skills and qualifications required:</p> <ul style="list-style-type: none">▪ C.I.P.D qualification or degree in HRM or similar field.▪ Experience of working in a HR/People function in a small-medium sized organisation.▪ Financial and commercial business awareness▪ Coaching qualification or experience of coaching
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