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* Act as an integral part of the directorates supporting and coaching managers on department structure and all aspects of the employee lifecycle by implementing policies and procedures giving advice and guidance that is in line with employment law, based upon experience best practice and in line with business requirements.
* Manage with line managers and be an integral part of the whole recruitment process.
* Deliver people related projects as agreed including manager toolkits
* Coach the People Development Coordinators, ensuring all routine transactions are processed in line with defined procedures and service time frames, to the very highest possible quality standards.
* Managing casework and providing advice and guidance to employees and line managers regarding performance, absence, pay, benefits, development, discipline and grievance, redundancy, TUPE and any other employment area.
* Conducting and supporting investigations that comply with policy, best practice and provide guidance for managers to implement formal procedures.
* Complete any reorganisation and/or redesign projects using best practice methodologies, considering all business and people requirements.
* Ensuring all records are kept accurate and up to date.
* Ensure all relevant policies and procedures are written, maintained, updated and proactively comply with and promote all organization policies.
* Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or People Development Director.

**Essential**

* Over 2 years’ previous experience of working at HR Adviser level
* Knowledge of and experience of confidentiality and GDPR.
* Ability to build trusting working relationships being open and approachable
* Can do positive outlook with highly tuned influencing skills
* Great coaching and mentoring skills and self-awareness
* Ability to work across a variety of tasks and projects simultaneously and use own initiative and go the extra mile when needed.
* Excellent organisation and prioritisation skills with the ability to produce business cases and proposals.
* Excellent attention to detail with the ability to proof read and spot errors
* Up to date CPD and current employment law knowledge IT skills,
* CIPD member and qualified at Level 5 or above

**Desirable**

* Experience in delivering and writing L&D content
* Thomas International PPA assessor or other accredited to use psychometric assessments
* GCSE grade A - C in English & Maths or level 4 or above

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To provide advice and guidance to managers and employees across the whole employee lifecycle. To partner with senior leaders, department heads and managers in client groups to understand their business areas in depth to support them in resourcing and development. To manage people related projects and contribute to the production of the people development implementation plan.











**Job Title:** **People Development Partner**

**Department:** People Development

**Reporting to:** Head of People Development

**Direct Reports:** People Development Co-Ordinator

**Location:** SportPark/Home working

**Skills and experience required**

**Key responsibilities**

Job Description